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ARL Brief of Minutes, January 26, 1952

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Association of College and Reference Libraries



# Association of College and Reference Libraries

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# College and Research Libraries

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## Membership Distribution Becomes a Reality

It is with a sense of great satisfaction that this issue is sent to all members of ACRL except those in the \$3.00 ALA membership bracket. Former subscribers to our official journal, who now receive it as a membership prerequisite, will appreciate the personal saving as well as the usefulness of this long discussed step. Those who receive their own copies for the first time will benefit from the leisurely study and reference use which come with personal ownership. Non-member subscribers number more than six hundred. Their support is important, and they are counted informally in the ACRL family. Also significant in another way are 85 libraries in 35 foreign countries which have complimentary subscriptions. At one stroke *College and Research Libraries* circulation is doubled. I hope its usefulness is doubled as well.

Membership distribution of the journal has been a chief Association goal for many years, and it is hoped that the distribution beginning with this issue is not a temporary achievement. Let no one think his increased ALA dues have made this possible. While the divisions hope that increased ALA income will be shared, the dues increases have complicated the problem by cutting into divisional income. In short, the ACRL Board of Directors decided to go ahead with this project in spite of the rise in ALA dues.

Advertising income is important, and *College and Research Libraries* charges have been nearly doubled because of circulation increases. In spite of this many of our ad-

vertising supporters of long standing are represented in this issue, particularly Stechert-Hafner, Virginia Metal Products Corporation, Remington Rand, Hertzberg Craftsmen, Funk and Wagnalls, and the *New York Times*. Former advertisers include the H. W. Wilson Co., Edwards Brothers, Columbia University Press, the *Encyclopedia Americana*, Abrahams Magazine Service, and Scarecrow Press, that useful part time activity of our own Ralph Shaw.<sup>1</sup> Among those new to these pages are University Microfilms, F. W. Faxon and A. N. Marquis, honored and familiar names to all librarians. The advertisements reflect interest in problems and needs of college libraries and a desire to cooperate in professional activities. A little thoughtfulness on the part of readers in showing a reciprocal interest will do a world of good.

This larger distribution of the journal is only one of several major steps whereby this Association expects to reach directly the professional life and activity of all its individual members. The establishment of ACRL chapters and our new system of state representatives are directed toward this same goal. In all plans a key factor is the economical distribution of a high quality journal. The interest and support of all librarians of good will are important. Only that interest and support, and no vote of any board, will determine whether membership distribution of *College and Research Libraries* becomes permanent as an activity of ACRL.—*Arthur T. Hamlin, Executive Secretary.*

By ERNEST J. REECE

## Library Building Programs: How to Draft Them

*Mr. Reece is professor emeritus of library service at Columbia University, and has served at several periods on the faculty of the University of Illinois Library School. In 1950 he was acting head of the Dayton, Ohio, Public Library and Museum while the librarian was abroad.*

Two forward steps have marked the recent practice of librarians in their work on building projects. One is the formal conferring on mutual problems, exemplified by the activities of groups in the university and public library fields respectively. The other is the preparing of programs, or statements of requirements, setting forth the features desired in contemplated structures.

Both of these steps have seemed overdue. A person need only scan the proceedings of the Cooperative Committee on Library Building Plans to realize how much reason there was for joint attack on the issues facing its members. Essential knowledge could be passed along, experiments reported, and proposals sifted out, with prospect that fewer unfortunate decisions would be built into stone and steel and fewer libraries forced to endure unsuitable quarters. While the task of such groups never can be finished, the reports and the book they already have produced are useful fruit and suggest a pattern for future undertakings.

In the drafting of programs the benefits have been less recognized and the developments so far less conclusive. It is true that their use apparently is becoming established,

perhaps because the heads of libraries are accepting a new degree of responsibility for buildings. However, librarians seem not wholly agreed and clear about procedure. Uncertainty and debate have arisen as to how to render statements of requirements most fitting and effective. What should go into them, and how should it be organized and presented? And just what is the part of the librarian in the matter? The present paper deals with these queries, in the hope of clarifying the program-drafter's course. Its sources are the writings, programs and architects listed at its close.

In dealing with statements of requirements it is to be remembered that those for library buildings are only one branch of a large family, that the purposes and the relations of parties in projects of various kinds run parallel, and that what holds for one type is good in principle for all. Little seems to have been said about building programs in general, however, which has not come into the discussions concerning libraries. Librarians apparently have been justified, therefore, in centering attention on their particular sector, and the ensuing treatment follows them in this. At the same time all interested may gain by watching for examples and suggestions in other fields and gleaning what is possible from them.

### *Some Fundamentals*

Whatever the differences regarding library building programs a few aspects seem generally accepted, beginning with the intention of furnishing the architect the data

useful as a guide in his work, and thus making more likely the results sought. Almost everyone recognizes too that programs should be prepared by or with persons knowing intimately the libraries concerned; that they should reflect careful preliminary study of needs and conditions; that they ought to embody more or less information about the institutions; and that if they are to be sufficiently definite they must indicate the facilities necessary, with some quantitative clues. Finally, all doubtless would see the advisability of insisting upon practicality, easy and economical operation, adaptability, and allowance for expansion.

So far so good; but the composer of a program is likely to find soon that these points need to be particularized or amplified, and perhaps supplemented by others similarly self-evident. Also, he may meet questions on which they shed no light. In trying to fill the gaps it is simplest to start with the points at agreement.

#### *Benefits to Be Reaped*

First as to the values of a program. Supplying the architect with information means several things, viz., setting forth at the outset the requirements for service, with the conditions and reasons behind them; defining the enterprise in such ways that oversights and misunderstandings can be prevented and the work expedited; exposing the ideas of the owner to the architect, for criticism and mutual understanding; and, if necessary and discreet, fixing the relative importance of the various specifications so that it will be clear what to give up in case there must be sacrifices. Incidental benefits may be that if it is careful and systematic the statement affords the architect a better chance to save time, to do a reasoned job, and to make a profit, and shows possible donors that the project is well thought through. As for effects upon the framers,

its development hardly can fail to crystallize their ideas and add to their comprehension of the situation and of the problems entailed.

#### *Putting Needs First*

To realize these values fully librarians are warranted in assuming a free hand in the early stages of their planning. Much may be lost if a program is not shaped originally according to needs and without such limitations as those of funds and site. It may be difficult to hypothecate an ideal situation; and as far as can be judged there are few existing programs which deliberately disregard the restraints mentioned, unless it be where sites are not fixed or restricting and where no figure for expenditures has been set. Obviously one way to forestall the difficulty is to frame and publicize a program before hampering decisions have been made by higher authorities. Subsequently it may be softened by a scale of precedences, as already suggested, so that the total requisitions can be set forth even though their parts must be diversely weighted. Whatever the situation it is only sensible to define the requirements on their merits, rather than according to extraneous factors. Thereafter, if they must compete against other claims they can do so with everything on the table and with a chance to justify themselves. If the aim is adequate planning, any other course seems like too easy yielding.

#### *Those Who Do the Work*

As for authorship, a word will be in order later as to possible joint production by owner and architect. Whether the architect enters thus early or not, a large part of the labor and matter naturally must be supplied by representatives of the institution. The record shows that the work is done variously by the librarian; by a committee or members from corporation or staff,

or from faculty in case of a college or university; or by the librarian and such a committee in team. Leadership and the bulk of the responsibility commonly lodge with the librarian whatever the machinery, and may be formalized where there is a committee by his membership ex-officio and/or as chairman. Apparently neither librarians nor architects are greatly concerned about the method so long as it accomplishes the job and does so without friction. Doubtless librarians are glad to have it remembered that normally they know the conditions and needs more intimately than do others, and that their insight deserves full credence and utilization.

#### *Preliminary Steps*

Whoever has the task of compiling a building program, the preparatory study necessary is the same. It embraces review of relevant data; scrutiny of the prospective operations and uses; consultation with staff and clientele, and with the librarians and building committees of kindred libraries; and examination of comparable buildings, as the best means of strengthening or correcting ideas already held, and of securing candid reports as to what has succeeded and what has not. Actual programs cite less use of such procedures than might be anticipated, their emphasis being mainly on conferences with committee members, staff and patrons. However, it may be suspected that in gathering material for decisions available resources were drawn upon generally, and that sometimes fairly systematic investigations were made. This would seem especially likely in colleges and universities, where conditions and demands can be gauged with some precision and where it is hardly thinkable that a head librarian or building committee would omit to canvass them thoroughly and to consider the views of the faculty regarding them, whether as part of the functioning of a committee or

otherwise. Again, advising with librarians in similar institutions and inspection of other library buildings are known to have been prominent in some cases where such programs fail to mention them.

#### *Light on the Project*

One of the likely products of the study alluded to above is a store of background information. This consists of whatever facts about the library would affect its operations and accordingly call for specific features—notably its aims and policy; its plan of service and functioning, present and future; and, assuming prerequisite decisions have been made, an outline of the organization intended, perhaps in the shape of charts. A resumé of its history also sometimes is thought relevant. Presumably the more complete such matter can be in a program, without extending to undue length, the better.<sup>1</sup> Architects again and again say it is useful and can not be too full; and librarians as a rule give it space, even though this is not always large. Aside from the orientation and explanations it provides, it makes possible an understanding of a situation not gainable from a sheer recital of needed particulars, since similar facilities may serve in different ways in different libraries, and therefore may not in themselves indicate too definitely what is sought by them. There of course is no claim that presentation of underlying facts can obviate that independent enquiry and thought through which some architects like to round out their knowledge and thus raise the chances of achieving over-all harmony and usefulness in their buildings. Still less can it take the place of such discussions as may best transmit the "librarian's enthusiasm for his institution and its background and its . . . methods."<sup>1</sup>

<sup>1</sup> Letter of September 26, 1951 from Mr. H. Abbott Lawrence, of Lawrence, Tucker and Wallman, Portland, Ore.

### *Functions and Parts*

From the general background material just referred to may come definitions of particular responsibilities and activities, and then of the units of organization and work they indicate. Incidentally, the processes preceding formulation of the program should follow this order, otherwise conventional departments and rooms may be assumed without considering whether they accord with the library's objectives and duties and should have a place in the new quarters. The definitions afford the breakdown desirable for initial thinking about the plan, and explain such estimates of capacities as usually accompany them. Instances occur in which departmental capacity specifications are offered without allusion to the business to be performed, but such requests are apt to lack conviction.

### *Serviceability*

The urgency of making buildings simple, practical and economical often permeates building programs, especially in application to spaces, the relation and placing of parts, and lines of communication and transportation where these are considered. More pointed insistence on such necessities, however, might help to drive home their importance. They merit the same emphasis commonly given to the kindred principles of flexibility and expandability. In most cases the authors of programs wish the way left open and easy for rearrangements, sometimes through unit construction but not necessarily so, and make that desire clear in their statements. The possibility of adding capacities likewise is paramount, although if it is not so generally pressed this may be because so often locations already provide for the space which is its major requisite.

### *Cost and Site*

Besides the more or less axiomatic points

thus far treated there are several less commonly mentioned which doubtless would command equally wide agreement. If feasible without prejudice to the thinking about requirements it should be useful to tell what funds are in prospect. Often there is no reference to these, whether because the facts are unknown or indefinite, or through anxiety not to be fettered by them. Such figures seem to be desired by architects, however, who naturally wish to know the proposed limits of expenditure, and likewise whether construction alone or other items as well are to be covered within them. Then too they might make a program look more complete and intelligent, providing any discrepancies between demands and costs were explained.

Similarly, if an architect is to understand a project he may have to know something about its location. Recommendations on site accordingly are important where it is not settled, and a description may be helpful if a choice has been made. Such matter frequently is missing from programs, however. While this may be because so often locations are predetermined and familiar it can be a loss, especially as concerns exposures. The placing of an edifice in relation to external traffic lines and to points of the compass is likely to affect vitally the access to it, its interior arrangement, and its supply of daylight. Proposals covering this hence may be important, whether in selecting a location or deciding how to use it. So far as they reflect urgent requirements, librarians hardly can afford to neglect them in their statements.

Lines of movement, communication and transportation, or what architects call circulation, also seem worthy of more express treatment than generally they have received. It likely is true that ideas respecting them are interwoven widely with prescriptions as to the relations and situations of parts. They influence compactness and efficiency so

closely, however, and account for so large a fraction of the tare, that a librarian may slight part of his problem unless he recognizes and stresses their needs.

#### *Furnishings for the Structure*

The directions in a program regarding equipment and furniture apparently do not have to be extensive. There doubtless should be indication of the pieces suited to carry out the purposes of the building and of the departments and rooms planned, to guide the architect in any decisions he has to make on dimensions. Detailed inventories and layouts seem not essential, however, assuming that the assignments of space desired can be secured without them. Such compilations are requisite later, of course, for reference in drawing up specifications for equipment by whoever bears that responsibility. On these matters a librarian is entitled to remember that he is more nearly an authority than he can be on some aspects and components of a building, especially since much of the furniture is peculiar to libraries in its qualities and application.

#### *Beauty vs. Use*

Esthetic quality receives mention in a few library programs, although usually in a somewhat negative way. The treatments suggest that the authors feared to be thought unduly utilitarian, yet realized that artistic effects belong in the domain of the architect. At any rate they mainly urge such beauty as inheres in simplicity, harmony and dignity, and contributes to effective functioning and an inviting atmosphere, and stop there. Perhaps such guarded advocacy veils a fear of reverting to monumentality, but while such an attitude is comprehensible, librarians might gain by giving it a more positive turn.

As addendum to what without much question should be in a building program, a note is in order as to what definitely ought

to be out, viz., features and proposals not adequately authorized. Covering these an architect very pertinently has stressed the need for clearing programs in detail with governing bodies, to make sure that implied requirements involving "costs, site and other controlling considerations" are wholly approved, in order to forestall later "disappointment and waste of time."<sup>2</sup>

#### *Approach to Controversy*

So much for matters which raise no sharp issues. There are others on which librarians' opinions or practices vary and about which there appear enough uncertainties otherwise to suggest going into their pros and cons. A few of these bear closely upon the designer's province and task, hence prompted the effort in preparation for the present article to secure viewpoints from a group of architects. Most of the professional men approached had had to do with library buildings, and so were presumed able to furnish significant responses. Naturally they do not agree completely; but most of their advice is pertinent, especially since rules suited to all situations are neither to be expected nor desirable.

#### *Areas and Dimensions*

The first of the mooted questions stems from the specifying of capacities for departments and rooms, which has been alluded to above as a normal feature of a program and which proves in most cases to be welcomed by architects. Shall there be added calculations of the square and/or cubic footage necessary, with stipulations as to dimensions? In some cases librarians seem satisfied with statements of capacities, perhaps supplemented by such quantitative norms as the number of square feet required per reader, to help in translating the estimates into usable space figures. Commonly,

<sup>2</sup> Letter of October 11, 1951 from Mr. John C. B. Moore, of Moore and Hutchins, New York, N.Y.

however, they favor showing areas and volume and act accordingly, although sometimes only where the reckonings relate definitely to operation, and for functional divisions rather than for particular rooms and comparable parts. Some would go further and propose dimensions, at least where effective performance is at stake.

Architects differ on the point; and it could be inferred that some do not attribute much importance to it, perhaps anticipating that the information they need will soon develop or be amended in conference, whatever clues as to sizes get into the program. In a few instances they seem to consider mere capacities sufficient, and in contrast one holds that areas and dimensions both are needful; but the majority wish requisite capacities and appropriate areas—a "space budget," as one put it—or these plus suggested measurements and shapes. Their preference is made subject often to the condition that specific figures, when offered, should seek to convey approximate ideas and be open to adaptation, "in the spirit of willing compromise—of 'give and take.'"<sup>3</sup> They would avoid such rigid prescription as might interfere with the process of composition. Considerable latitude thus is open to the program-drafter, so long as he provides data that will suffice and yet will neither confuse nor bind the designer.

#### *Placing of Parts*

Again, in treating the sections of a building should the framer of a program go beyond indicating the desired relations of parts—a process which generally seems taken for granted—and detail their positioning? Librarians lean to more or less designating of locations, although in practice they are likely to do it department by department, and with a view to getting these put on appropriate floors, rather than through

a complete building layout. Architects on the other hand appear pretty much agreed that clear exposition of functional relations, perhaps with charts showing the connections and the flow of work and traffic among the elements, is the greatest aid toward devising a suitable physical arrangement. Anything more implies attempting what the designer is best fitted to do; besides which it may discourage discussion and the attendant clarifying and evolving of a solution, and perhaps cause a plan to jell prematurely. One respondent goes so far as to say that "if you find an architect who is willing to take the librarian's direction as to the location of the various parts and not their relation, then you have a draftsman, and you are not getting the best out of the architect."<sup>4</sup> Direction, it may be noted, is too much—not relevant facts and opinions. Some point out that beneficial processes and results need not be endangered and that definite ideas on the positioning of components may be helpful, if they are shown to rest on operational plans and if they are made in general terms and as suggestions to be considered for and against in later conference.

#### *Sketches, or Text Only?*

When positions are to be shown one way to do it is to introduce sketches, and regarding these there is marked difference of view both among librarians and architects. Of the two groups architects have been the more assertive, which is not strange considering that drawings are for them a chief means of expression and the making of plans one of the techniques included in their training. At the same time librarians have been prone to put their ideas into sketch form as well as into words, perhaps even before the day when John Shaw Billings outlined on the back of a discarded envelope a floor arrangement for the central

<sup>3</sup> Letter of September 25, 1951 from Mr. H. Sage Goodwin, of Schultz and Goodwin, Hartford, Conn.

<sup>4</sup> Letter of October 31, 1951 from Mr. Louis E. Jallade, New York, N.Y.

building of the New York Public Library.

In favor of sketches in programs librarians claim that they may carry what words could not transmit, especially to an architect who is unacquainted with library practice; further, that they may be more stimulating to a designer's imagination than verbal presentation, and that they may save him time and money. Some aver that they need not involve such detail as to be beyond the powers of a librarian to produce, suggesting that if incongruities show up these can be corrected by the architect. According to that belief, too, work on drawings helps to give a librarian an appreciation of the designer's problems. Architects strengthen the argument by saying not only that sketches conform to their manner of thinking and are effective in conveying general concepts and as incentive, but that they sometimes tell more about the librarian's view than many words, aiding for one thing his understanding of "the way in which the librarian would like to operate." One adds: "Sketches as suggestions . . . are extremely valuable not only in passing on the experience of the librarian, but even in stimulating the architect to see if he can make a better one. Interchange of ideas often results in something better than previously was thought of by either."<sup>6</sup>

There are plenty who do not concur. The disclaimers from architects are that sketches may stifle their freedom of thought and criticism and deaden their inventive faculties, whereas a verbal statement challenges their mental resources; and that if they are impeded in the tasks for which they are especially equipped, the client fails to get the grade of service he should enjoy. Hence it is doubtful, states a member of their group, that "sketches are a proper part of a formal program except where they are

the only means of showing a relationship."<sup>7</sup>

Psychological factors may play a part here, including the possible reluctance of an architect to pick flaws in a scheme which has become fixed in its proposer's mind, even though he feels that it oversteps bounds and has been built up to undue importance. Again, one of that calling puts much in few words by urging that the architect have opportunity to reach his solution "without the prejudicial influence of a sketch."<sup>8</sup>

Librarians who are on this side of the fence recognize the imprudence of invading the architect's field. Further, they insist not only that laymen are unfitted to draft plans, but that such efforts tend to reflect traditional rather than original ideas. Whether or not because of such reasoning, sketches seldom appear in available programs.

Since both of the above viewpoints are positive and credible, the program-drafter supposedly will be wise to choose between them in the light of his own conditions. Much could depend on his own skill, with the pencil and with the written and spoken word; and on his willingness to have an architect treat any drawing he might prepare merely as a tentative semblance of the way spaces might be arranged, and "push it around."<sup>9</sup> He might feel freer too if he was disposed to offer variants, as one designer suggested, all to be taken as experimental and subject to comparison and rejection in the interest of the best solution. If an architect already has been designated still more might hinge on his particular feeling about sketches, if that could be ascertained without adverse consequences. In any event what the librarian needs to remember is to keep to his part of the job

<sup>6</sup> Letter of September 27, 1951 from Professor Talbot F. Hamlin, School of Architecture, Columbia University, New York, N.Y.

<sup>7</sup> Smith, H. D. "What the Architect Expects of the Client," *American School and University*, 1949-50, p. 39-42 (41).

<sup>8</sup> Letter of September 26, 1951 from Mr. Lawrence,

<sup>6</sup> Letter of September 26, 1951 from Mr. W. H. Kilham, Jr. of R. B. O'Connor and W. H. Kilham, Jr., New York, N.Y.

and to discharge that in the most effectual and considerate manner he can.

#### *Technical Aspects of Buildings*

The debatable matters touched so far lie close to the librarian's field of expertness and intimate knowledge. What of those in which he is not a specialist, but on which he nevertheless may hold legitimate preferences and even supply apposite advice? That is, how far should his program refer to architectural style, design, building materials, decoration, general equipment, furnishings, floor coverings, air treatment, lighting and noise control?

This question is one largely for architects to answer; and among them are men who feel strongly that to treat the subjects concerned even tentatively in an owner's program may set the minds of the parties too early and thus hinder the reconciliations called for by the problem as a whole. One says in this relation, "It is very hard to make . . . development [of the project] a success if specific recommendations are made before the client has had the opportunity of seeing his plan grow with the architect."<sup>9</sup> There is alleged to be danger too that secondary considerations will be exalted above utility. All of this perhaps is especially true in reference to style.

In contrast, some endorse expressions on the matters listed, particularly where they bear upon administrative requirements or "have a definite relation to library operation and use."<sup>10</sup> "It is essential," the argument runs, "if for no other reason than that an issue is presented, a discussion follows, and a conclusion is reached through understanding of costs, maintenance, criteria of comfort, and the other factors."<sup>11</sup> And insofar as the subjects concerned are dispu-

table, it aids by bringing them to attention and prompting their consideration in good time, and before decisions have been made which it would be costly to alter.

Specifically, the voicing of opinions on technical topics may enable the architect to show why certain proposals are meritorious and others are not, and clear the way for the owner's wishes where they are appropriate, in pursuance of his "duty . . . to plan a building incorporating as many ideas of the client as are practical and possible."<sup>12</sup> It also may help the architect to "visualize the sort of building desired," restrain him from going to extremes, and facilitate consideration of preferences throughout the planning process and in the interest of harmony in the "over-all picture." One respondent furnishes a reminder too that occasionally a stipulation on the matters concerned needs to be presented clearly and in mandatory form because an endowment or some comparable arrangement depends upon it.<sup>13</sup>

Those architects who welcome preferences on technical matters of course feel nevertheless that their own opinions should "have considerable weight." Further, they join others in stressing that the librarian's desires may well be presented later and in a different way. In this connection one suggests that what goes into a statement of requirements be of a general nature, with more specific advices to come subsequently. Others urge full conference, where a plan may be worked out and the style and related topics developed in collaboration between themselves and the library authorities; and where "the sympathetic architect will be able either to adopt the suggestions where they fit in or to explain to the client why some of the preferences perhaps contradict other parts of the program or violate vital

<sup>9</sup> Letter of September 26, 1951 from Mr. Kilham.

<sup>10</sup> Letter of October 25, 1951 from Mr. Henry R. Shepley, of Coolidge, Shepley, Bullfinch and Abbott, Boston, Mass.

<sup>11</sup> Letter of September 26, 1951 from Mr. Lawrence.

<sup>12</sup> Letter of September 17, 1951 from Mr. Karl B. Hoke, of Toledo, Ohio.

<sup>13</sup> Letter of October 8, 1951 from Mr. H. D. Smith, University Architect, The Ohio State University, Columbus, Ohio.

economy or lead to illogical results.<sup>14</sup>

In general librarians seem restrained in treating style, materials and the cognate topics, being content usually to tell what the requirements are and what qualities and effects are desired. Indeed, in view of what architects have said they might be more explicit, at the suitable time and with realization that the main thing is the result, and that this can be achieved best by leaving the means to the specialist.

#### *Multiple Proposals?*

In his specifying the composer of a program may ask himself how categorical it is wise to be. Shall he stick to single-barreled directives, or shall he advance alternatives? While anxious to get at what is in the minds of clients, architects in general naturally are eager for whatever options may enhance their leeway and give rein to their own thinking, and doubtless would wish to introduce them whether or not any came from the owner. One says, "a single recommendation does not lend much to the imagination," and advocates getting numerous suggestions and then using the opportunity "to evaluate them and pick out the ones that you think answer your problem."<sup>15</sup> Another comments that in an atmosphere of discussion "it is possible to make all kinds of suggestions and eliminate those which seem to be developing illogically."<sup>16</sup>

The case for variant proposals is that "the architect lives in a world of alternatives,"<sup>17</sup> and that if they are offered—perhaps ranked for relative desirability—they may add to his comprehension of conditions, broaden the discussion of the issues posed, render it easier to avoid premature decisions, and lead to a solution which would not have found favor at first but may turn out to be preferred. Also, where quantities are involved

optional figures may help to reveal the minimum which will suffice—information possibly obscure otherwise. Such benefits do not prove that any alternatives forthcoming need have place in a program. If they can be offered that early, however, readjustments may less likely be necessary later and when changes have become expensive. Everything is put into the picture, for consideration at the suitable time, and decisions still can be postponed so far as that is advantageous. Whenever broached, the choices of course should not be inconsistent with each other in purpose, lest they be confusing rather than helpful to one who is not a librarian.

Despite the above, the programs examined concentrate as a rule on single and unqualified specifications. One librarian advocates this on the ground that a flat-footed directive spurs healthy debate. However general that aim, the process of thinking through their enterprises must often have led composers to firm opinions, and to focusing on such conclusions as a means of impressing readers and fortifying their case. They even may have thought of the requirements they arrived at as scarcely subject to discussion; or if they felt uncertainty, feared nothing would be gained by betraying it.

Probably with all their earnestness, however, the compilers of programs have not meant to be exigent, realizing that they are not infallible, that an architect can be a helpful partner, and that adaptation is inevitable. They may have hoped to invoke in their negotiations the qualities once attributed to a New York state governor, of being "firm, moderate, . . . conciliatory in non-essentials, unwavering in matters of principle." With that attitude, and assuming they included some proposals of which they would not make an issue, they normally might count on respecting the architects' interest and at the same time attaining their chief objectives.

<sup>14</sup> Letter of September 27, 1951 from Professor Hamlin.

<sup>15</sup> Letter of October 31, 1951 from Mr. Jalale.

<sup>16</sup> Letter of October 30, 1951 from Mr. Ralph Walker, of Voorhees, Walker, Foley and Smith, New York, N.Y.

<sup>17</sup> Letter of September 26, 1951 from Mr. Lawrence.

### *Cooperative Programs*

Some readers of this paper may be wondering whether building programs need be framed by owners alone, and whether in the case of libraries some of the questions so far discussed would not vanish if they were prepared jointly with architects. Such collaboration should be possible, and might save time and eliminate or reduce points of disagreement. That it would find considerable favor with architects can be gathered from the emphasis some of them place on close and continued consultation supplementing a program. One endorses it in the following words: "the making of a program is a definite creative act and should be a part of the process of design. Ideally, the program should be the joint and cooperative effort of the architect and the client working together in the fullest mutual confidence. For this reason it is most advantageous to all parties concerned to have the architect chosen work along with the authorities who prepare the final formal program of a building in advance of its actual issuance. This does not mean that the good architect wishes in any way to impose upon the client's ideas in opposition to the client's interests or desires; it is only by having the advice of an architect during the process of program-making that the individual or committee concerned will be able to save itself from many points of confusion and from a program which may unconsciously contain mutually exclusive elements."<sup>18</sup>

This is a strong plea, and librarians hardly can deny it credence. However, a librarian or committee certainly needs to have threshed out its problem before going into conference, and this effort naturally would produce some kind of a program, even if not a final and written one. Also, one librarian has suggested that the state-

ment of requirements should be shaped up before an architect is designated, since situations may arise in which it ought to influence that selection. There furthermore is a warning against too early association in the comment that "the architect is by training persuasive and as a collaborator is likely to talk the librarian out of ideas which are important and which should be preserved for discussion at a more concrete stage."<sup>19</sup>

These lines of reasoning may beg the question in part, yet can carry a good deal of force. In some instances librarians might have ground to fear premature and unnecessary compromise. In others there might be simple anxiety that full weight be accorded their views, as those of the parties who know the needs and what is requisite to meet them, and who are responsible for ultimate success or failure. Frustration certainly is in the offing where an ill-adapted scheme for a building, and with it perhaps an unsuitable plan of work for the library itself, is forced upon institutional officers, as might happen if the joint effort was dominated by persons having no concern in eventual operation. Representatives of libraries seem to realize this, for they show by expression and action that they prefer to keep the drafting of programs in their own hands.

With all their desire to work alone at the start, librarians still may be ready and glad to have an architect shape up a program based on his own study of conditions, hoping that he thus can contribute to a better consummation than cooperative work throughout could produce. Neither they nor architects suggest, however, that the latter should prepare programs except by way of defining the approach as they see it. One architect has stated that a member of his calling, unless in unusual circumstances,

<sup>18</sup> Letter of September 22, 1951 from Professor Hamlin.

<sup>19</sup> Burchard, J. E. et al. *Planning the University Library Building*. Princeton, Princeton University Press, 1949, p. 122.

"could not possibly write a program for a library . . . the librarian is the only one that knows what is required,"<sup>20</sup> and another that an architect does not have his problem until the program has been "completely developed by an expert,"<sup>21</sup> meaning the librarian.

#### *Is a Program a "Must"?*

Again with thought of the issues they raise, how indispensable are programs? Confirming the values cited earlier, architects generally say or imply that such statements have an unquestionable place, at least as a basis for dealings between themselves and owners. For example, one declares that if "clear and intelligent" they can be most helpful guides, and another says they are essential if the architect is not to go wrong at the start. Then too their use is spreading, which must mean something, even though it seems confined largely to college and university libraries.

On the other hand the programs that can be gathered so far are few as compared with the buildings constructed, hence they hardly can be the sole means of accomplishing their task. Presumably adequate conferring can remove much or all of the occasion for written statements, especially in case of small and simple structures. Architects again and again stress the importance of close and constant consultation with clients, from early stages on. This they regard as imperative even with the best of formal memoranda—something in fact which no amount of "programming" can replace, and which probably they would give first rank if there had to be a choice. The summation may be that while it is desirable for librarians to count on compiling statements of requirements as a normal step, they should recognize that the business

<sup>20</sup> Githens, A. M., "The Architect and the Library Building," in Fussler, H. H. *Library Buildings for Library Service*, Chicago, University of Chicago Press, 1947, p. 94-106 (p. 100).  
<sup>21</sup> Fallade, L. E. "Are You Prepared to Plan a New Building?" *Library Journal* 69: 1077-79 (p. 1078), Dec. 15, 1944.

of getting their ideas across does not depend wholly on that, nor end with it.

#### *Open Secrets*

There remain for notice a few tricks of the program-drafter's trade, of a sort which are elementary but might be overlooked. For instance, the citing of examples from other buildings may gain readier consideration for a librarian's suggestions, whether because the features concerned have proved successful or because of respect for precedent. It is not known why so few available statements of requirements employ such illustrations; but if they were pertinent and their authors possessed the information for them, it seems a loss that they were not used to strengthen the programs.

Composers of statements also may need to think often of the way readers are going to be impressed. A compiler labors over his draft in the mood of playing for keeps. What can he do to invest it with such character and tone and form that it will convince the architect? How build it so that the library's interests will be advanced if it is used to win the approval of the committees, officers and others who hold purse strings or have power to make controlling decisions, as sometimes happens?

The answers to these questions look didactic, yet they are pertinent enough to bear reciting. To a large extent they center in correct, forthright, logical writing. This of course necessitates selectivity and conciseness, so far as they do not hamper adequate presentation; with recognition that the readers who count may expect to get their information in brief time and with little study, and that a statement which has been boiled down is likely to be more comprehensible than a discursive or over-detailed one. It also implies phrasing which, while definite in purport, is free from jargon, understandable to laymen, and suggestive of sophistication and perspective. Finally,

it means a tone which is clear and assured, yet tactful and forbearing. On the whole existing programs measure up fairly well on these points, the composition and organization being generally creditable and evidences of myopia and provincialism not pronounced.

#### *Division of Labor*

Finally, some of a program-drafter's success in carrying his points may lie in realizing just what his job is and where it ends. Summarizing much that already has been said, he is or he represents one party, and but one, in an undertaking; and his responsibility, while real and inescapable, is only a segment of the whole. On the one hand it is to provide a platform for the work of all the participants in the project, with thought of the architect's views if occasion arises as early as the period for shaping the program, but without being overborne by them. On the other hand it is to avoid imposing even his desiderata upon his associates as unarguable law, to leave the way open for the architect's suggestions, and to keep from trenching upon the province or prerogative of that partner. To adopt phrasing which is becoming encouragingly conventional, the librarian's role is to give the architect the problem and leave to him the solution; to tell him what to build—not how to build it, which is his business. Common sense and modesty and consciousness of their own limitations of course should be enough to keep librarians on their own side of the line in all of this, and happily it seems as a rule to work so. If anything, the framers of library programs appear overly solicitous not to poach upon the preserves of architects.

Even though programs reveal a punctilious attitude toward designers' rights, however, architects apparently have had experience with librarians or other patrons which lead them to emphasize the conditions and

demands they face, as explaining the need for accommodation. They wish it clear that often they must be definite in the positions they take. They show concern lest the librarian's zeal to do the best he can for his institution make him forget that the architect is expected to reconcile a variety of requirements, of which the librarian's are only one section, and to produce an integrated building satisfactory to all. As one put it, "The best results will be obtained if the architect is given a free hand to develop a scheme which will be functionally suitable to the needs . . . and to the conditions of the site."<sup>22</sup>

Moreover, architects repeatedly point out that the terms and necessities of the problem as a whole take precedence over specific items. Hence the owner's readiness to yield where possible on his stipulations, already shown to be consonant with positiveness at other points, now appears essential to an acceptable over-all solution. Without it an architect may be handicapped in exercising his peculiar skills, i.e., those in "the arrangement of rooms, the study of daylighting and orientation, the economic use of space, the use of materials, the proper application of color, the routine of service," and the like, and thus be hindered in his "duty to weld all these functional factors into a pleasing and attractive building."<sup>23</sup> All of which is doubly relevant because every undertaking is individual, and has to be approached without preconceptions traceable to previous cases or experience.

This earnestness of architects does not lessen their appreciation of the part librarians can play. Adequate presentation by the latter of administrative needs is desired and "invaluable," not only in a program and otherwise at the outset, but in criticism and suggestions on sketches as the project develops, so that the results will be "workable"

<sup>22</sup> Letter of October 5, 1951 from Mr. Arthur H. Eadie, Toronto, Can.

<sup>23</sup> *Ibid.*

and in accordance with the way the members of a staff plan their activities. By way of standing invitation to such expression one respondent in the enquiry for this paper said, "a state of flux and willingness to change or harbor new ideas is extremely valuable . . . this applies to the architect even more than librarian or board members."<sup>26</sup>

### The Guiding Rule

The keys to effective relations therefore are consultation and team-work, with respect by each party for the competence of the other, beginning at whatever stage may be agreed upon—"the librarian advising and informing the architect as to his particular needs, and the architect evaluating these data and placing them on paper for study and review"<sup>25</sup>; the librarian allowing the

<sup>25</sup> Letter of September 25, 1951 from Mr. Goodwin.

architect the necessary leeway in his task, and the architect not attempting "to dictate function and specify allotments."<sup>26</sup> With such understanding a kind of comradeship can develop, based on united effort in meeting difficulties, seeking lessons in the failures and successes of others, and exploring possible solutions. Narrowed down in application to a building program this viewpoint suggests that it be "the simplest possible statement of the problem, as definite as it can be in all matters dealing with the purpose, function and conditioning of the building, and as free as possible in all matters dealing with plan arrangements and design."<sup>27</sup>

<sup>26</sup> Letter of September 18, 1951 from Mr. James Gamble Rogers II, Winter Park, Fla. and New York, N.Y.

<sup>27</sup> Letter of October 2, 1951 from Mr. Truman E. Phillips of Wolff and Phillips, Portland, Ore.

<sup>28</sup> Letter of September 27, 1951 from Professor Hamlin.

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3.—Contributing architects

Mr. C. C. Briggs, of Emerson, Gregg and Briggs, Peoria, Illinois

Mr. Arthur H. Eadie, Toronto, Canada

Mr. H. Sage Goodwin, of Schutz and Goodwin, Hartford, Connecticut

Prof. Talbot F. Hamlin, School of Architecture, Columbia University, New York, New York

Mr. Karl B. Hoke, Toledo, Ohio

Mr. George L. Horner, Superintendent, Physical Plant Department, State University of Iowa, Iowa City, Iowa

Mr. Louis E. Jallade, New York, New York

Mr. Walter H. Kilham, Jr., of R. B. O'Connor and W. H. Kilham, Jr., New York, New York

Mr. Carl Koch, of Carl Koch Associates, Cambridge, Massachusetts

Mr. H. Abbott Lawrence, of Lawrence, Tucker and Wallman, Portland, Oregon

Mr. John C. B. Moore, of Moore and Hutchins, New York, New York

Mr. Truman E. Phillips, of Wolff and Phillips, Portland, Oregon

Mr. James Gamble Rogers II, Winter Park, Florida and New York, New York

Mr. Henry R. Shepley, of Coolidge, Shepley, Bullfinch and Abbott, Boston, Massachusetts

Mr. H. D. Smith, University Architect, The Ohio State University, Columbus, Ohio

Mr. Ernest L. Stouffer, Architect Physical Plant Department, University of Illinois, Urbana, Illinois

Mr. Ralph Walker, of Voorhees, Walker, Foley and Smith, New York, New York

Prof. William Ward Watkin, Dept. of Architecture, The Rice Institute, Houston, Texas

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By H. DEAN STALLINGS

## College and University Library Buildings: Results of the Questionnaire

*Mr. Stallings is librarian, North Dakota Agricultural College, Fargo.*

THIS is another of a series of articles resulting from a questionnaire sent out by the ACRL Buildings Committee. Other articles have appeared in *College and*

occupy a separate main building? Yes: 582; No: 846.

Question No. 2: Give the year of original construction. According to the questionnaire, a total of 573 buildings were built from 1841-1951.

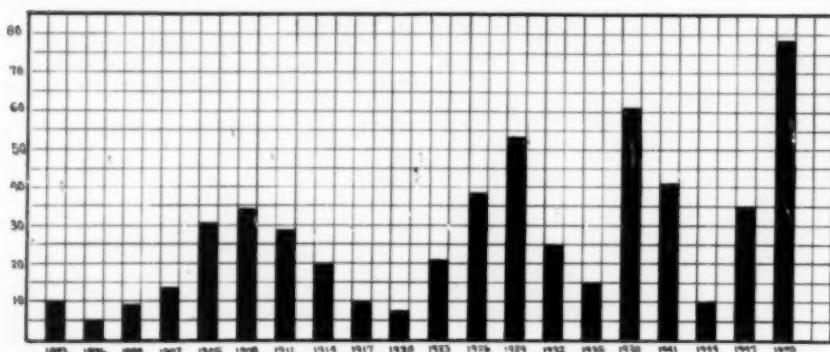


FIGURE 1: Library Buildings Constructed, 1891-1950, by 3-year Periods.

*Research Libraries*<sup>1</sup> and one more article pertaining to the relationship between seating capacity and size of student body is in process and should be completed during the current year.

This questionnaire was sent to 1,860 college and university libraries; 1,555 replied. Thus, very complete and up-to-date information is available on college and university library buildings.

In this report, complete results are given or reference is made to other articles written as a result of the questionnaire.

The first question was: Does your library

<sup>1</sup> October 1950, January and July 1951, and April 1952.

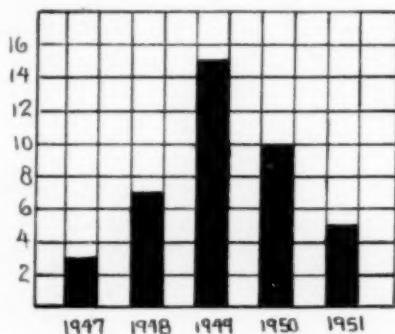


FIGURE 2: Additions to College and University Library Buildings, 1947-1951, by 2-year Periods.

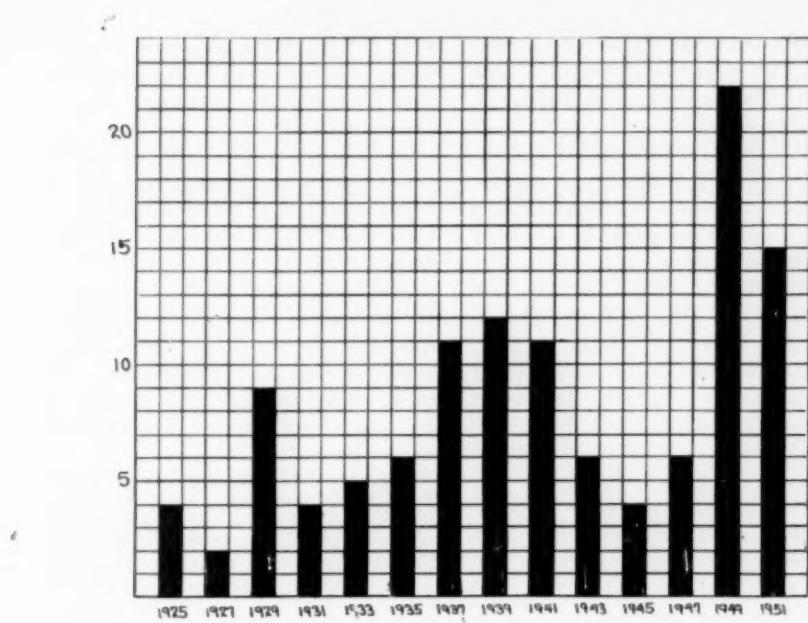


FIGURE 3: Additions to College and University Library Buildings, 1947-1951.

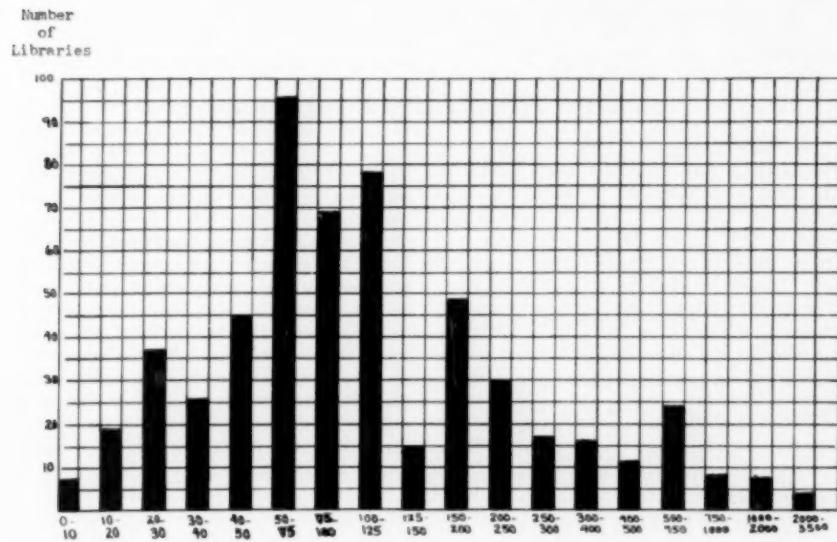


FIGURE 4: Book Capacities of Libraries, in Thousands of Volumes.

Figure 1 shows the number of buildings built in each three-year period from 1891 to 1950. For example, from 1948-1950, 78 libraries were built.

Question No. 3 asked: If the building was originally built for some other purpose, check here. —. Ninety libraries checked this, so there might be a problem for further study.

Question No. 4 asked: Additions built since then? One hundred thirty eight additions have been built. Figure 2 shows the number of additions for each two-year period, 1924-1951; Figure 3, the number built during each of the last five years. For example, fifteen additions were built in 1949.

Question No. 5 stated: How many volumes could your library hold if it were completely filled?

Figure 4 shows the number of libraries and the capacity of the libraries. For example, there are 91 libraries whose capacity is between 50,000 and 75,000. There are

eleven libraries that report a capacity of one million volumes or over, and thirty-two more libraries have a capacity between 500,000 and 1,000,000.

Question No. 6 asked: Is your library now completely or almost filled? 267 reported "Yes" and 301 reported "No." These figures are for separate library buildings only.

Questions 7 and 8 relate to the seats in the buildings as compared to the student body, and whether or not the seating is ample, barely ample, or insufficient. The ACRL Buildings Committee is studying this and a report will be forthcoming in the near future.

Questions 9 and 10 relate to new buildings before 1950, and was reported on in the April 1952 issue of *College and Research Libraries*.

Finally, Question No. 11 shows that 114 libraries plan an addition in the near future, and 28 plan to construct or add a department library.

## New LC Albums of Recorded Poetry

Five new albums of recorded poetry read by the poets themselves have been issued by the Library of Congress. These albums containing 25 double-face, 12-inch, unbreakable vinylite (78 r.p.m.) records, comprise the second series of five albums issued under the title *Twentieth Century Poetry in English*. The first series was issued in 1949. Prepared under a special grant from the Bollingen Foundation, the second series includes poems by Robert Frost, Archibald MacLeish, Stephen Spender, Theodore Roethke, Muriel Rukeyser, William Empson, Conrad Aiken, Robert Lowell, Leonie Adams, Elizabeth Bishop, Richard Blackmur, Howard Baker, Marya

Zaturenska, Delmore Schwartz, Wittner Bynner, Herbert Read, Phelps Putnam, John Barryman, Horace Gregory, Janet Lewis and Robert Fitzgerald. Available either singly or in the albums, the recordings are an important guide to the interpretation and meaning of individual poems since they capture the poet's emphasis and shading of tone. A leaflet containing the texts of the poems, biographical notes, and a bibliography is provided with each record, and a catalog listing all of the records available in this series may be obtained for 5 cents from the Recording Laboratory, Library of Congress, Washington 25, D.C.

By DWIGHT HILLIS WILSON

## No Ivory Tower: The Administration of a College or University Archives

*Mr. Wilson has been an archivist in the War Records Section at National Archives; archival consultant to the Allied Commission Archives and deputy director of the Records Administration Seminar for Allied Force Records Administration in Rome, Italy; and archivist and records administrator, Fisk University.*

HERE are those who think of a college or university archives as miscellaneous, jumbled old records stored away in a library room, and used only when the library wants to exhibit a program commemorating a speech given by a visiting dignitary. In such thinking, it follows naturally that the archivist is the person who tosses in or takes out these odd items in the time that can be spared from more important duties—teaching, or running the library. Nothing could be further from the truth!

The archives division is a service unit on the same administrative level as the library. It contains organic bodies of records, systematically arranged and made available to the officers of administration and instruction. Its primary function is to preserve the institution's official records for possible evidential values—administrative, legal or research.

Generally, the archives comprise: (1) records of departmental and administrative offices (correspondence files); (2) minutes of trustee, faculty and committee meetings; (3) samples of student notes and faculty lecture notes; (4) examinations; (5) official and student publications; (6) records of student organizations and classes; (7) samples of discarded texts; (8) pictures of university people and places; (9) blueprints of campus buildings.<sup>1</sup>

It is not unusual for other members of the

staff to look at the archivist and ask, often with lifted eyebrows, "And you devote all your time to that?" Anyone who is or has been a college archivist can say, *ex cathedra*, that eight to ten hours a day spent in processing records, while at the same time inaugurating and explaining his program, do not make for the peaceful life of the cloister.

Basic matters which occupy his time are: accessioning, cleaning the records, rehabilitation, packing and shelving, analysis and description, preparation of finding media, records administration, reference service, publications, public relations, reports, correspondence, and administrative planning.<sup>2</sup> In no other archives, with the exception of some church or state with wholly inadequate archival programs, is one person supposed to perform all these duties.

As the first essential in initiating his program, the archivist establishes an objective to attain and to this end he might draw up a plan for each year. For the first year his plan could be, with variations, roughly outlined as follows:

### I. Goal for the Year

- A. Draw up charter, or plan of organization, for the archives.<sup>2</sup>
- B. Search all attics, basements, closets, or other places where there is a possibility that old records may have been stored and forgotten.
- C. Begin getting understanding of records retirement over to officers of administration and instruction.

### II. Building the Institution's Archives

- A. Survey records in administrative and departmental offices.
- B. Compile results of survey into work plan.
- C. Remove records from various storage places to workroom.

<sup>1</sup> A discussion of college archives is contained in the author's "Archives in Colleges and Universities: Some Comments on Data Collected by the Society's Committee on College and University Archives," *American Archivist*, 13:343-50, October 1950.

2. Survey collected records to ascertain whether or not original order (*respect pour les fonds*) has been preserved.
3. First retirement of records directly from offices.

### III. Development of Program

- A. Provide initial training in basic archival economy to assistants. (See Staff.)
- B. Enroll institution as member of Society of American Archivists. (The journal, *American Archivist*, provides valuable information and forms the nucleus for the archival library.)
- C. Request the establishment of an Archives Council or Committee. In the normal course of events, this group keeps informed of the archivist's aims and progress, and helps interpret the meaning of archives to the rest of the college community. It is essential that the archival program have the solid backing of as many influential people as possible. Hence, it is suggested that the council have as permanent members: the president (chairman), the dean (co-chairman), the librarian and the archivist (*ex officio*). Serving for one year each would be a departmental head and a professor. In a large university where there are a number of deans, the executive dean might be the permanent member with the other deans serving in rotation as do the departmental heads and professors.

### IV. Relations with Officers of Administration and Instruction

- A. Hold individual conferences with administrative officers and departmental heads.
- B. Send out circular letter with first instructions on retirement of non-current records.

### V. Working Needs

- A. Staff.
  1. If budget is limited, recruit student assistants.
    - a. They cannot work on confidential records.
    - b. It is more important that they

be historically-minded than that they be history majors.

2. Office assistant (part time if necessary).

#### B. Equipment.

1. For office—desk, telephone, filing cabinets.
2. For archives—clean, dry workroom; chairs, two or more large work tables; adequate shelving space; transfer cases; acid-free document cases; gummed printed labels.

#### C. Supplies.

1. Pencils, desk set, paste, archives letterhead, rubber stamps, duplicates, magnifying glass, etc.

The archivist should keep in mind that no plans, however good, can be put into effect unless ample room is provided for the expansion of the archives.

It appears to be extremely difficult for some administrators to realize that any archival program comes to nought if sufficient space is not available. When one considers that the average four drawer filing cabinet contains twelve thousand documents which, packed and shelved in document cases, take up six and a half or more linear feet, it is easy to see why space is the archivist's perennial worry. If the idea is carried a bit further and an estimate made of the number of offices and departments each retiring two or more file cases of non-current records per year, it at once becomes obvious that one or two small rooms will not suffice for shelving space.

In addition, there remains the matter of working space. Often the archivist must not only restore records to their original order, but arrange them in a logical order for the first time. College secretaries have been known to file car keys, personal letters, rose bush catalogs and, sometimes, sandwiches in the official files. Many do not have filing systems, but filing whims. When these depart, new secretaries introduce new whims; and the archivists, as well as the offices they serve, suffer as a consequence. (Happy and glorious be the day when institutions insist that stenographers and secretaries know filing as well as shorthand and typing!)

Improperly filed material is only one of the reasons why the archivist must demand adequate working space. The whole business

of processing the records—examining, cleaning, sorting, rearranging—requires room enough for the records to be spread out in orderly fashion that they may be reassembled as organic bodies.

A third space need is that for temporary storage. This would accommodate records that have been retired in order to release space for current records, and at the same time insure their safety from destruction while awaiting processing.

Insuring the safety of the records is one of the archivist's major functions. In the average college, there are huge gaps in the records, caused no doubt by the tendency of incoming officers to throw out the files of their predecessors. Unfortunately, these lacunae occur too frequently in such substantial series as high level correspondence, trustee and faculty minutes, and reports. These and other records are needed as complete bodies for research in the fields of educational standards, curriculum development, policies of faculty control, or the impact of an institution on the development of other colleges and universities.

Another contributing factor in the loss of important records is the peculiar form of myopia which seems to blind some university officials to the fact that they could benefit by looking through the non-current files created by former incumbents of their offices. Apparently, they fail to realize that their own contributions can only be measured by comparison with the accomplishments of their predecessors and successors.

On the other hand, it may be that college officers never think of the fact that they are making educational history—good or bad. Just as there is no reason to assume that soldiers, fighting for their lives, are aware that they are making history, so there is no reason to suppose that administrative officials, busy with current duties, can know to what extent their records may be called upon in later years by educators, historians, sociologists, statisticians, genealogists, biographers, and a variety of other users whose work constitutes research.<sup>3</sup>

The newly designated college or university archivist who is not an alumnus of the stack area at National Archives, or who has

taken no courses in archival administration, is sometimes at a loss as to the proper way in which to arrange his materials. Usually, he finds that the simplest way is the best and merely assigns a record group number to the various offices and departments. After the packing and shelving is done, the labels on the front of the document cases might appear somewhat like this:

BLANK COLLEGE ARCHIVES  
OFFICE OF THE PRESIDENT  
RG: I

Correspondence File  
Abbott—Avery  
(1865-1866)

Box No. 1

Or, instead of Correspondence File, it may be Faculty and Staff, Contracts, or other identifying words. The important thing is that the organic unity of the records is preserved. Later it may be desirable to consolidate some of the records within an office and work out a more elaborate arrangement. Only time and experimentation will point the way.<sup>4</sup>

Another confusing matter to the beginning archivist is that of records disposal. Unlike National Archives and some government agencies, a college or university archives has no manual for the periodical destruction of records which have outlived their usefulness.

The president, or some other administrative officer may have written a memorandum which establishes a precedent or the policy of a department. A trustee, in the middle of a generally inconsequential letter, may have made a statement vital to the interests of the institution. Hence, the archivist retains nearly everything until he has served long enough to estimate without grievous error what should or should not be destroyed.

At the outset, practically the only documents that can be destroyed with any degree of assurance are certain records of the business office which have passed the statute of limitations—student receipts, bills, vouchers, and cancelled checks. Samples of these, nevertheless, are preserved for exhibition fifty or a hundred years later. Even applications are worth retaining. A now struggling person may later become famous, and his biographer would be interested in knowing that he was once refused a position at the institution.

To facilitate his reference service, the archivist may have a card file containing in-

<sup>3</sup> Brook, Philip C., "Selection of Records for Preservation," *American Archivist* 4:221-34, October 1940.

formation found in the records. Possibly an entry may appear as illustrated:

BLANK COLLEGE ARCHIVES REFERENCE SERVICE	
Date Received 9/4/51	
Inquiry: When was Blank's motto officially adopted	
Inquirer: John Doe	
Position: Writer	
Location: 442 Angel Avenue, Chicago, Illinois	
Found: x	Not found:
Date answered: 10/1/51	

Multilithed, these cards can be filled out in a minimum of time, and the information found typed on the reverse side so that if the inquiry is repeated the archivist or his assistant is saved the trouble of searching the records again. When report-making time comes around this card file is indeed a boon. At a glance the archivist can see how many reference requests were answered in any given month, from whence they came, and something of their general nature.

Professor Kenneth Hooker, in the 1949 Winter *Bulletin* of the American Association of University Professors, has an article entitled "College Teaching: The Loneliest Profession in the World."<sup>6</sup> With all due respect to Mr. Hooker, the full time college archivist is lonelier. The faculty member at least has others in his department who can understand his aims and aspirations. The archivist seldom has anybody—even the people assisting him are not generally aware of the ramifications of the program he is trying to develop. On his shoulders, and his alone, rests the final responsibility for giving his department stature.

The professors often regard him as an administrative frill, while the trustees are only too prone to consider him a needless expense. Both faculty and trustees are grossly in error.

Economically, the archives effect a saving in office space, filing equipment, administrative time, and not infrequently money. How true is this? Offices keep records that are referred to not more than two or three times a year because there is no place to put them. When the file cases are full, one of two things happens. Either valuable records are thrown away, or new file cases are ordered. If the former occurs the entire institution loses. If

<sup>6</sup> *Ibid.* p. 643-50.

the latter, several results ensue. Office space is lost for one; and good file cases cost over a hundred dollars for another. The document cases used by the archivist cost approximately forty-three cents apiece, and twenty document cases will hold the contents of the average four drawer file cabinet. There is, to point out the obvious, a substantial difference between a hundred dollars and eight dollars and sixty cents.

It is impossible to gauge the number of man hours lost each year by administrators replying to letters unimportant in themselves, but requiring answers for reasons of policy. Rare is the president or dean who has not received letters asking when this or that building was erected; or when Dr. Whozis played on the football team and what position he played. Communications of this nature are properly transmitted to the archives for prompt and correct answering.

Non-current records are also useful in the settlement of land disputes, suits, and many other legal entanglements into which the college or university may be drawn. Much needed financial assistance is often lost because someone has destroyed the record of the name of a donor and the terms of his donation. When this happens the money is put in a general scholarship fund and awarded according to fancy or expedience. Regardless of his importance or unimportance in the world of affairs, a donor likes to see his gift listed in the institution's catalog, and if he doesn't—!

At the risk of belaboring a point, it might be added that hard-headed business firms and banks do not establish their archives because they need or want a frill or a needless expense.

While most archives eschew any detailed work with record copies of printed material, a college or university archives may find it necessary. Student newspapers, yearbooks and other publications, the alumni bulletins, catalogs, and handbooks either supply or give clues to the whereabouts of much information that has been lost with the destruction of vital records. In addition, they enable the archivist to detect the errors that have inevitably crept in with the rewording of essential information from year to year.

Many of the smaller institutions, and a number of the larger ones are unable to say with any exactitude just when certain depart-

ments were formally established; to give any extensive information about past presidents and their accomplishments; or to measure the raising of their standards from the beginning to the present. Surprisingly, many schools are in error even concerning the commencements that have been held. Some make this mistake because they date commencements from the year in which the college was founded, and others because they are in ignorance of the year in which the first class graduated.

Apart from detecting errors, the archivist finds in official publications, and those published under the aegis of the institution, interesting items about the alumni who have achieved prominence in their fields. When he collates such items and sends them to the people concerned—the societies headed, social activities, musical triumphs, athletic prowess—the rewards are well worth the trouble.

To mention but a few of these rewards: the program receives increased support from the alumni; the archivist's knowledge of the university he serves is greatly enlarged; much ready reference is at hand; and the alumni on whose aged brows the laurel is withering accept with gratitude the opportunity of reliving the days when life was not so complex and burdensome.

From the point of view of the institution, which is of necessity pragmatic, the alumni comprehending that other than their academic records are preserved are more inclined to respond to appeals for contributions. And, such is the vanity of man, some might insure continued preservation by means of gifts and legacies. The archivist, however, makes it clear, through the alumni publications, that all graduates have mementos of their student days in the archives.

Time and again researchers and authors discover that some person in whom they are interested once appeared at Blank in 18—. They then write asking the exact date of the appearance, text of the address, occasion, audience reaction, and other pertinent facts. The answers to these questions are not commonly found in the official records, but the various publications are gold mines of information.

Though such handling of printed material normally is, or should be, the function of the library, the archivist, in view of the foregoing, still finds it advantageous to set up

a card file noting information gathered from the college's publications.

Dealing with a wide variety of subjects, cards might have headings reading: Benefactors; Distinguished Visitors; Presidents (of the college); Howler's Hall; Roe, Richard. For example:

BLANK COLLEGE ARCHIVES  
BENEFACTORS

Rices, Joseph—Detroit, Michigan

Donated \$1,000 for band instruments and uniforms.

Campus Cynic: Oct. 18, 1899. p. 10.

Alumni Bulletin: Dec. 1899. pp. 2, 9f.

Filed alphabetically and cross referenced, a card file of this sort is invaluable. Besides supplying the demands noted above, it is a help to the college historian who has to rely on faulty memories in the absence of official documentation; to the Director of Public Relations who will appreciate having some factual basis for his releases; and to the Alumni Secretary who will discover material that enlivens the alumni journal. In short there are few, if any, departments or offices that will not at some time or another have recourse to information found only in the university publications.

The library is fairly well established as being the heart of the campus, but it will take some time before schools awaken to the fact that the archives contain the life blood of the institution. The archivist of one of the large eastern universities recently wrote to the effect that college and university archivists must "educate their masters."<sup>15</sup> An undertaking of this sort requires the courage of the lion and the meekness of the dove. The archivist is torn by conflicting emotions, and feels with Hippocrates that while the occasion is instant, the decision is difficult and the experiment perilous.

Professional or non-professional, the person undertaking the establishment of a college or university archives will encounter a number of problems completely outside his previous experience, and he will do well to begin with a goodly stock of patience. This statement does not stem from defeatism, but from the sound knowledge that one cannot plant a

<sup>15</sup> Letter from Dr. Leonidas Dodson, Archivist of the University of Pennsylvania, to the writer, February 26, 1951.

tree today and expect to sit in the shade tomorrow.

Voices all over the country are crying in the wilderness, "How can I get the institution to recognize the value of an archival program?" This question causes the archivist to explore all avenues even approaching this so devoutly hoped for consummation.

If his colleagues are interested enough to ask about his work, they are invited to see what has been done, and told what is being attempted. Talks to the faculty as a body are rarely successful, because they are too condensed to be fully appreciated. More, it requires a great deal of persuasion to convince some professors that non-current records will not be locked in a vault and made forever inaccessible; an equal amount to convince others that their restricted records will not be available to anyone else without authorization; and an unconscionable amount to get it over to the possessive ones that the records belong to the office and not to the man in the office.

One of the most curious phenomena to be seen on a campus is the administrator or professor who knows that several loquacious typists have read his letters, yet who becomes a victim of hypertension when he learns that the archivist might chance to read them in the far-distant future. If the archivist can gradually uproot these phobias and instill the correct ideas, time is not wasted.

Of equal importance is the attracting of student attention. Other administrators may, but the archivist should never forget that the student of today is the alumnus of tomorrow. Undergraduate attention is most easily engaged by articles in student publications telling the history of buildings; recalling traditions that have fallen into disuse; and permitting, even urging, students to use non-restricted material from the archives for the writing of term papers, themes, and theses and dissertations. This last device has been used fairly extensively, and it has been found that the instructor's interest is stimulated when footnotes continually appear with some mention of the institution's archives.

The showing of exhibits is, of course, standard operating procedure. As illustration, some excellent archival exhibits at the University of Michigan during the summer of 1949 included:

1. "Hurry Up Yost," showing photographs,

plaques, cartoons and programs selected from the records of the Athletic Association; all dramatizing the career of the great Michigan coach.

2. "Student Publications," an exhibit of student literary magazines, newspapers, annuals and yearbooks from the earliest (and sometimes defunct) to current publications.

3. "A Century of Commencements" displaying commencement programs, beginning with the first in 1845, diplomas, class day programs, photographs of academic parades, and other materials from the archives showing how ceremonies had changed with the passage of time.

The possibilities are unlimited.

Naturally the alumni too are interested in the establishment of any new departure at their alma mater, and it is incumbent upon the archivist to write articles for the alumni journal outlining the meaning, aims, and progress of the archives. Reportorial work of this nature often brings in material of interest—diaries of student days, lecture notes, photographs, or missing copies of publications. If the student has remained at the college as a professor, it is just possible that, as a professor emeritus, he might return some of the records belonging to the school.

Beyond the strictly college or university relationships, the archivist establishes and maintains professional and scholarly affiliations that are mutually beneficial.<sup>6</sup> Archivists as a tribe are not selfish with ideas and are usually willing to offer, or accept solutions to problems. Those who serve national, state, church, business, and various institutional or societal archives are quite willing to give the benefit of their experiences and send reports of their activities. Some reciprocity is no more than courteous.

To use up his spare time, and afford himself a change of pace, the archivist might give guest lectures; collaborate with the librarian on planning a college museum; or write articles on subjects taken from the non-restricted records. It is sometimes feared that others on the faculty may resent the latter activity because the archivist has ready access to the records. Ergo, it must be iterated and reiterated that records in this category are available to students, faculty,

<sup>6</sup> American Archivist 14:33-45, January 1951. Dr. Brooks' presidential address to the Society of American Archivists.

biographers, genealogists, or to any other serious, authorized person.

Pitfalls in this supposedly secluded life are abundant. From medieval times until the present professors have traditionally taken derogatory slaps at the value of each other's work. Nevertheless, during the journey from the kindergarten to the Ph.D. they did learn that departments other than their own had a place in the school. The archivist, however, like a literate sitting duck, makes a wonderful target.

When his step begins to falter, he is solaced if, framed and hanging on the wall over his desk, are the words of Sir Hilary Jenkinson, Deputy Keeper of the Records for England:

"The Archivist's career . . . is one of service. He exists in order to make other people's WORK possible, unknown people for the most part and working very possibly on lines equally unknown to him; some of them in the quite distant future and upon lines as yet unpredictable. His Creed, the Sanctity of Evidence; his Task, the conservation of every scrap of Evidence attaching to the Documents committed to his charge; his Aim, to provide, without prejudice or after-thought, for all who wish to know, the Means of Knowledge."<sup>7</sup>

#### *ARCHIVES CHARTER OR PLAN OF ORGANIZATION*

I. **NAME.** ——— Archives is hereby established as the official archival agency of the University (or college).

II. **OBJECTIVES.** The objectives of the ——— Archives shall be: the collection, preservation and administration of the official records of the University; and the development of standards for the making, care and administration of archives at ———.

III. **ARCHIVES COUNCIL.** The University Archives shall be governed by an Archives Council of five persons, consisting of the President, the Dean of the University, the Librarian, the Head of a Department, and a Faculty Member. The Departmental Head and the Faculty Member will change every year. The President shall be

<sup>7</sup> *The English Archivist: A New Profession*. London, H. K. Lewis & Co. Ltd., 1948, p. 30-31.

the Chairman of the Council, and the Dean Co-chairman. The Archivist shall be a member *ex officio*, and shall serve as Secretary.

IV. **FUNCTIONS OF ARCHIVES COUNCIL.** The Archives Council shall have the authority to make policies regulating the Archives; to control the expenditure of such funds as may be appropriated for equipment and maintenance; to accept gifts, bequests, and endowments for purposes consistent with the aims of the Archives; to make necessary reports of receipts, disbursements, work and needs to the President; and to adopt policies and projects designed to fulfill the duties and attain the objectives of the Archives.

V. **THE ARCHIVIST.** The active management and administration of the ——— Archives shall be vested in the Archivist, who shall be qualified by professional training or experience in archival work at the time of his appointment. The Archivist shall formulate rules and regulations, under existing policies, for the use of the University Archives.

VI. **FUNCTIONS OF THE ARCHIVIST.** The Archivist shall perform all duties in connection with the administration and development of the archives, so as to achieve the purposes of its creation.

VII. **OPERATION OF THE ARCHIVES.**

A. **Transfer of Records.** On behalf of the University, the Archivist is authorized to negotiate for the transfer of and to receive University Archives from the custody of any office of administration or instruction or other record-creating divisions.

B. **The Archival Program.** The Archivist shall collect, arrange and make available to authorized persons, at reasonable times, in the office of the Archives, all obtainable archival materials relating to the operation and history of ———. He shall carefully protect and preserve them from deterioration, mutilation, loss or

destruction. He shall keep the official archives in his custody in such arrangement and condition as to make them accessible for convenient use, and shall permit them to be inspected, examined, abstracted, or copied at reasonable times under his supervision, by any authorized person. He shall make arrangements for the furnishing of certified copies thereof on payment in advance of fees as prescribed by the Council.

C. *Release of Non-current Records.* Any record-creating division at \_\_\_\_\_ is hereby directed and empowered to release to the University Archivist for preservation and administration such university records legally in its custody as are not needed for the transaction of the current business of the office, whenever the Archives is willing and able to receive and call for them.

Whenever such transfer is made, the Archivist shall transmit to the office from which the records are transferred a list in which such records are described in terms sufficient to identify them. This list shall be filed and preserved in said office.

All University Archives of any division shall, upon the termination of the existence and functions of that office, be transferred to the custody of the Archives, unless otherwise directed by the Archivist.

The Archivist, in person, or through a deputy, shall have the right of reasonable access to and examination of all current University records.

D. *Records Administrator.* In addition to purely archival functions, the Archivist shall also serve as Records Administrator. He shall examine into and report to the Council on the condition of current records.

He shall cause such actions to be taken by their custodians as may be necessary to put them in the condition needed to preserve them from misplacement, loss or destruction. He shall promote better care of the files and advise with records-creating offices regarding:

1. the disposal of useless archives in their custody;
2. the record of archives belonging to their offices;
3. the delivery of archives to their successors in office;
4. the adoption of sound practices relative to the use of durable paper and ink;
5. other desirable practices which will facilitate better use of current files and orderly retirement to the Archives of non-current records.

The Archives shall, at stated intervals, issue circular letters on the procedures to be followed in the management of records.

VIII. **UNIVERSITY POLICY.** The policy stated above relates to the official records of the University.

IX. **ARCHIVES OTHER THAN UNIVERSITY ARCHIVES.** Archives of other agencies, organizations, or the personal papers of individuals entrusted to the custody of the University shall be governed and administered in accordance with the strictest archival practices. Regulations and restrictions governing their use shall be worked out by the Archivist in conjunction with the Archives Council. As non-official archives are processed, guides will be issued with a statement of policy included.

X. **OFFICIAL ESTABLISHMENT.** The foregoing shall be in full force and effect from and after \_\_\_\_\_.

(date)

APPROVED:

Archives Council, \_\_\_\_\_ (date)

Board of Trustees, \_\_\_\_\_ (date)

By MARGARET H. HUGHES

## Periodical Binding Schedules for Improved Reader Service in University and College Libraries

*Mrs. Hughes is assistant librarian, Birmingham-Southern College.*

THE TREND within recent years toward greater use of serial literature as a major tool in higher education is clearly reflected in college and university library acquisitions. It is freely acknowledged, however, that the necessity of removing this type of material from circulation for binding, during which interval serials are not available to the reader, creates a serious service problem. It is also acknowledged that such interruptions in service ought to be minimized but that no real effort toward that end has been made. Since the importance of the service problem increases proportionately with the greater dependence upon serial literature, there is an increasing need to discover ways of making periodical literature constantly accessible.

Recognition of the problem is not new. Several administrators have given it consideration, one of whom concluded that a bindery on the campus would provide the solution.<sup>1</sup> Later he devised an altogether different approach, ignoring the location of the bindery entirely.<sup>2</sup> More recently the report of a survey on the use and preservation of periodicals touched briefly on inaccessibility during the binding period and offered several proposals for improved

serials<sup>3</sup> service.<sup>4</sup> Since neither these nor other reports were intended as comprehensive studies of the problem, the writer recently undertook an investigation which was presented to the School of Library Service, Columbia University as an essay for the master's degree.

Information bearing specifically upon interruption of reader service during the binding period was gathered from sixty-three college and university libraries. The inquiry was conducted by means of questionnaires submitted to the libraries of all institutions offering the graduate program leading to the doctorate. This selection rested upon the comparable quality and diversity of service programs, since graduate students, undergraduates and faculty use these libraries. The questionnaire covered the principal aspects of the problem in four sections: (1) Measures used or proposed for use in scheduling binding; (2) Opinions concerning the effect of proposed measures on interruptions in serials service; (3) Organization of periodical and binding departments; and (4) The location of the bindery. Attention was centered upon practices governing the flow of volumes into the bindery. The point of view was that of the assistant servicing serials material. To set up objective criteria for evaluating data from the responding libraries, expert opinion was solicited from nine librarians, specialists in reference,

<sup>1</sup> Ayer, Thomas P., "The Value of a University Bindery," *Library Journal* 38:518-519, Sept. 1913.

<sup>2</sup> Ayer, Thomas P., "A Schedule for Binding and Re-binding Magazines," *Library Journal* 62:856-857, Nov. 15, 1937.

<sup>3</sup> Casford, E. Lenore, "Periodicals, Their Use and Preservation," *Wilson Bulletin*, 13:593-596, May 1939.

periodicals and binding, through the medium of the same questionnaire.

The investigation showed that the majority of libraries follow some plan in sending periodicals to the bindery, but few plans systematically consider reader service. Most plans are based solely on preservation of materials. Of the 63 libraries returning information, only four had conducted a formal survey of unfulfilled requests which tested the binding program. Seven other libraries claimed to have made informal analyses of reader service. For purposes of analysis, libraries were grouped according to their acknowledged plan in scheduling binding: (1) those having no plan; (2) those having a plan based on reader service; and (3) those whose plan most nearly met the standards set up by the experts. This latter group was identified as those libraries practicing any four of seven scheduling measures involving attention to individual periodical titles recommended by the experts, as contrasted with the recommended general measures. It was concluded, after an examination of data, that the adoption of certain measures for planning and controlling binding schedules could minimize interruptions in service to readers.

#### *Measures Used or Proposed for Use in Scheduling Binding*

Sixteen possible procedures, based on reader consideration, were first submitted to experts whose opinions of the relative desirability of each measure were to serve as criteria for evaluation of current practices and opinions. On the basis of a point system adopted for translating these opinions into numerical values, ten of the measures, marked with asterisks in the following list, were endorsed by the experts as constituting a binding plan based on reader service.

#### *General measures*

- \*1. Prearrangement with bindery as to timing of shipments
- \*2. Understanding with bindery as to time limit allowable for binding
- 3. Binding done only during school vacation periods
- \*4. Volumes available for a considered interval after receipt of title page and index

#### *Measures involving consideration of specific titles*

- \*5. Calendar for binding weeklies, monthlies and quarterlies at specified intervals
- 6. Duplication of all periodical titles, with staggered binding
- \*7. Duplication of part of titles, with staggered binding for those duplicated
- \*8. Staggered schedule for abstracts and the periodicals abstracted
- \*9. Division of important indexed or abstracted titles in subject fields with staggered binding
- \*10. Division of important indexed titles in general field with staggered binding
- \*11. Titles in class use sent to bindery only upon notice from professor that they are no longer required for current class work
- 12. List of titles ready for bindery submitted to heads of instructional departments for release before sending to bindery
- \*13. Staggered schedule for similar titles with other libraries on campus
- 14. Staggered schedule for similar titles with libraries in same community
- 15. Staggered schedule for similar titles with other libraries in district
- 16. Bound duplicates purchased on cooperative basis making freer duplication possible because of lowered cost

The above list of measures was considered to be the core of the investigation. All libraries were asked in the questionnaire, first, whether they followed any of the suggested procedures and second, whether any or all of those listed would be essential or desirable components of a plan aimed at

uninterrupted reader service. None of the responding libraries used or suggested for use measures not endorsed by the experts. Of the ten measures the experts had recommended one, "a staggered schedule for abstracts and the periodicals abstracted," was rejected by the libraries.

Among all the libraries three measures commonly constitute the binding plan: "Prearrangement with bindery as to timing shipments," "A time limit for returning work" and "A staggered schedule for duplicated titles" in the collection so that one copy is always available. Only the latter measure involves consideration of individual periodical titles. Those libraries acknowledging no organized plan use but one general measure, "Understanding with bindery as to time limit allowable for binding." However, those groups of libraries whose plans are based on reader service use two or more general measures and from one to five of the measures necessitating consideration of individual titles. The one procedure not in use by any member of these groups was "the staggered schedule for titles duplicated in other campus libraries."

Responses from all the libraries as to whether any or all of the measures submitted would be essential or desirable components of a proposed plan aimed at uninterrupted reader service illustrated the difference between practice and opinion. Although a majority of the libraries answering the questionnaire employ only three of the listed measures, in their proposed plan they recommend in addition a "staggered schedule for periodicals in the general field." Those libraries with no organized plan also find this measure desirable and endorse it together with the general measure for "prearrangement of shipments to bindery." The group claiming a plan based on reader service uses the three general measures and also "stagger the binding schedule for any

serials received in duplicate." In proposing a superior service plan, they recommend three additional specific measures: "A staggered schedule within subject fields," "A staggered schedule within the general field" and "Cooperation with other campus libraries by staggering identically held titles." The general measure of keeping volumes available for any interval after they are complete with title page and index would be eliminated. The libraries most nearly meeting the standards of the experts endorse the same number of measures for their proposed plan as they now use, but prefer like the previous group to make a substitution by adopting the cooperative scheme involving other campus libraries. Each group, after deliberating on the suggested means for improving current periodical service, has therefore recognized some deficiency in present planning and has added some number of measures or pointed out the need for more detailed consideration of individual periodical titles for the achievement of a binding plan giving the reader maximum service.

#### *Opinions Concerning the Effect of Proposed Measures on Interruptions in Serial Service*

The experts and the responding libraries also designated the probable effect on reader service of the binding plan each proposed. Five degrees of effectiveness were suggested ranging from "uninterrupted service" to "continually interrupted service." No attempt was made to have the individual libraries evaluate the effectiveness of the plan already in use. Responses indicated that in no group was there a majority which believed its proposed plan could achieve uninterrupted service, although three individual libraries supported the possibility. However, all groups thought the second highest rating, "infrequently interrupted service," could result if their particular type

of plan was adopted. While it is not possible that all types of schedules could produce identical results, opinions unanimously support the likelihood of an improvement in reader service upon the adoption of a controlled periodical binding schedule.

#### *Organization of Periodical and Binding Departments*

The possible influence of the many administrative factors on service interruption due to binding practices was also investigated. In the organization of periodical service, according to replies contained in the questionnaire, 70 per cent of the reporting libraries issue such material through a combination of a periodical room and subject reading rooms, or a reference room and subject reading rooms. Libraries having a separate serials department or one merged with documents account for the other 30 per cent. The same relative proportions obtain among libraries in the group which has no organized binding plan and in those whose plans are based on reader service: 70 per cent have subject division and 30 per cent form division. Replies therefore indicate no correlation between the administrative unit and the binding plan.

Increased circulation of current journals outside the library building also appears to have no definite connection with the type of binding schedule followed. Thirty to 46 per cent of all groups allow undergraduates to borrow serials for home use. A majority of all groups grant the faculty, graduate students and other libraries the same privilege.

Separate binding departments were maintained by 28 per cent of the libraries, combined with order department by 34 per cent and combined with periodical department by 38 per cent. About two-thirds of the libraries thus had binding departments

attached to service units, those in direct contact with reader demand. These conditions are descriptive of practices among the three selected groups in about the same proportions, establishing an absence of any correlation between binding department organization and type of binding schedule followed.

Regarding the administrative unit delegated with responsibility for binding preparation, returns also show marked similarity in present practices among the several groups of libraries. The periodical department handled this function in 44 to 54 percent of cases; the binding department was assigned the responsibility in from 10 to 36 per cent of libraries and occasionally the chief librarian's office or the order department assumed the duty. The administrative unit responsible for the function, therefore, did not reflect any influence of reader demand on the program adopted.

As to personnel, however, responses indicate a definite connection between administration and the binding schedule adopted. In the great majority of libraries, where planning is at a minimum, the binding supervisor was attached to a technical unit, devoting full time to the preparation of serials for binding, usually having only one assistant. But among those libraries most nearly meeting the standards set up by expert opinion only 8 per cent of the supervisors were attached to technical units, 53 per cent being connected with service units. They did not, therefore, devote full time to binding. In addition they had three or more assistants who handled routine binding details leaving them more free for planning and coordination of the binding program with reader service.

#### *Location of the Bindery*

Libraries were asked in the questionnaire whether they used a bindery located on the campus, an off-campus bindery or a com-

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By BERNARD M. FRY

## An Introduction to Security-Classified Libraries for Universities<sup>1</sup>

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THIS PORTION of the study of technical reports deals solely with problems which face the university library in establishing and servicing a security-classified reports collection. There are notable differences in methods and procedures employed in operating an open, unclassified research library and a security-classified library whose materials and access are rigidly controlled in the interests of national defense.

The atmosphere of secrecy and security appeared on many university campuses during the last war, when the government poured immense sums of money into scientific research. Under the Office of Scientific Research and Development defense-related research contracts were written with numerous universities and research institutions—most of which were carried out in secrecy, with precautions about compartmentalization of information and clearance of individuals accepted as normal conditions of work. For the most part the needs for library service of these secret project groups were met with little difficulty by university libraries and involved mainly a heavy demand for journals and translations. No classified technical report collections of any size were then in existence.

One of the first security-classified libraries was set up in 1942 on the University of Chicago campus by the so-called Metal-

urgical Laboratory under the Army's Manhattan (atomic bomb) Project at the university. It included both journal and book publications from the university library, and a small but rapidly growing classified report collection. The library staff of the Metallurgical Laboratory, headed by Herman H. Fussler, pioneered in developing bibliographic machinery for the dissemination and control of security-classified technical information. A direct descendant of this library flourishes today at the Argonne National Laboratory, a few miles out of Chicago, now operated by the university for the Atomic Energy Commission. Other early classified collections were established during the war at Columbia, Harvard, Cornell, Rochester, California and other institutions.

Since the end of World War II, we have been engaged in a world-wide conflict which takes on all the aspects of war except the formal declaration and which involves measures depending upon secrecy for their maximum effect. Our government has placed an increasing importance upon the role of scientific research in defense activities. The contract type of research and development operation with universities has been expanded enormously in recent years. A substantial percentage of these defense-related research projects are carried out under conditions of security and secrecy. The rapid growth and expansion of research during and since the war has brought a flood of documents and the rise in importance of the technical report. Of the estimated 150,000 or more technical reports

<sup>1</sup> Paper presented before the meeting of the University Libraries Section, ACRL, Chicago, January 30, 1952.

being produced annually, perhaps 60% are under security restrictions, and consequently conventional journals are automatically ruled out as media of publication. Security considerations of compartmentalization have limited the development of analogous classified journals to a few specific, clearly defined areas. In the main, therefore, collections of classified materials are composed of separate technical reports.

Before proceeding further with discussion of security problems in library handling of technical reports, it is necessary to define terms which may be unfamiliar to many university librarians. First of all, the word "security," as used here, generally means safeguarding and protection of classified documents against unlawful dissemination, duplication, or observation because of their importance to national defense. The terms "classified" and "classification," apart from their meaning in standard library usage, refer to degrees of secrecy which prevent disclosure to unauthorized persons. Each document is security-classified individually, subject to future change or declassification. The four gradations of classification in descending order of importance to national security are "top secret," "secret," "confidential," and "restricted." Definitions of these four categories, together with numerous other terms which have specific application to security-classified information, may be found in the Federal Register under Executive Order 10290, issued on September 27, 1951, titled "Minimum Standards for the Classification, Transmission and Handling . . . of Official Information Which Requires Safeguarding in the Interest of the United States."

Two additional terms which have an importance to this discussion are "clearance" and "compartmentalization." The granting of "clearance" to an individual simply means it has been determined, by investigating the past history of a person,

that he is sufficiently trustworthy to be given access to security-classified information. "Compartmentalization" is the "need to know," based on the principle that a person should have access to only as much information as may be necessary for his particular job. This principle is a central feature of much classified library administration and will be expanded upon later in this paper.

Government regulations covering the control of security-classified documents are found in the several manuals prepared by the Defense Agencies and the Atomic Energy Commission. These manuals are sometimes issued as unclassified and made publicly available through the Government Printing Office. For example, you can obtain for 10 cents a copy of the Department of Defense pamphlet titled "How to be Cleared for Handling Classified Military Information Within Industry." Other manuals or regulations which are "restricted" can be obtained from the issuing agency only on a basis of authorized or contractual interest. A librarian can inform himself on most of the basic security requirements of government agencies by reading the Executive Order on "Minimum Standards," referred to above.

The participation of the university library in providing library services to a security-classified research project on the campus will, of course, be determined by the type and scope of contract entered into by the university. In the past, librarians have seldom been drawn into the planning and organization of their universities' contract-supported research programs, particularly in classified areas, and have not been able to make their libraries as useful as they might have been. What is needed is for the librarian to impress upon the administrative officers of the university the services that can usefully be provided by libraries as direct parts of the contracts

themselves, or even under separate contracts. This is especially necessary where classified research work is involved, because contracting officials must keep to a minimum the number of people cleared and authorized access to classified information.

Government research projects undertaken by a university may be described administratively under one of the following categories:

1. A department of research administration set up to arrange and direct all contractual activities of the university.
2. Separate research projects, ranging in scope from an individual scientist to one or more departments.
3. Government-owned facilities, operated and manned by a university or by a group of universities.

By familiarizing himself with the scope and content of his institution's contract-supported research program, the librarian can make known to the administration whether the library can make a useful contribution to a particular project. If the contribution is expected to be substantial either in terms of staff or services, the library is usually allotted an appropriate part of the overhead allowance.

Inefficiency in the use of the available technical information, or lack of information, impairs the effectiveness of an entire research organization. This possibility is inherent in a classified research program because of security restrictions upon the flow and interchange of information. Thus, it becomes doubly important to the scientist on classified work that he enlist the aid of the university library in utilizing all literature resources available to him, particularly in the field of classified technical reports. If properly cleared and oriented into the nature of the project, the librarian can bring to bear upon the scientist's research problem the bibliographical expertise which is needed to obtain the more

elusive laboratory reports, translations, conference minutes and other pertinent technical documents not normally available through routine acquisition channels. The identification and location of technical reports is a notoriously difficult job even when a project is serviced by one of the centralized agencies for handling and controlling technical reports. Special bibliographical jobs will also need to be done locally. In addition, a positive, aggressive program for acquisition of documentary materials should be developed to obtain reports useful to the research project, but which might not be supplied by the agency sponsoring the contract. Accession lists, abstract journals, and other guides to reports received and produced by other government agencies should be regularly scanned for project use.

Government agencies which sponsor the majority of contract research projects have established central documentation services which control bibliographically the large part of the technical report literature, both classified and unclassified, produced by defense-related research programs. These documentation centers include the Navy Research Section of the Library of Congress, the Central Air Documents Office at Wright-Patterson Field, the Division of Research Information of the National Advisory Committee for Aeronautics, and the Technical Information Service of the Atomic Energy Commission. (The Navy Research Section and the Central Air Documents Office have recently been integrated under a single Armed Services Technical Information Agency.) These documentation centers provide their own agency laboratories and contractors with technical information services in all security classifications. They collect and distribute reports, make and distribute abstracts and catalog cards, and prepare bibliographies for those requesting them.

Several universities now operate through their defense-related research projects large, organized collections of classified and unclassified reports. Although such projects are under university contract, they tend to become separate organizations for operational purposes, with separate library service distinct from the university library system.

The greatest opportunity for service by the university library lies with the numerous small contract research projects on the campus. The number of these may be quite large and may represent several Defense agencies, e.g., Atomic Energy Commission, Office of Naval Research, Bureau of Ships, Air Force Research and Development Command, Army Chemical Corps, Army Ordnance, etc. There is need here for central bibliographical assistance and coordination of service which the university library can perform. At present, much duplication may be involved, with each research project receiving separately catalog cards and reports in related fields. With the establishment of the Armed Services Technical Information Agency, it is probable that hereafter only one security clearance and one set of security regulations will be required for handling classified technical information on behalf of contractors of all agencies of the Defense Department. Separate clearances are required for classified projects sponsored by the Atomic Energy Commission.

A possible way for the university library to provide technical report service to research contracts, both security-classified and unclassified, would be to establish a classified report collection with facilities and staff personnel cleared to handle military security classifications of "restricted" and "confidential." It would not be feasible under present security regulations for a university classified reports library to provide multi-agency service on "secret" and "top secret" reports. It is known that the majority

of basic research contracts are classified no higher than "confidential." Within the limits of "restricted" and "confidential" classifications, it could be demonstrated that participation of the university library would advance research and at the same time provide for classified reports stronger security protection than the individual scientist operating by himself can give. The librarian is oriented, trained, and experienced in record keeping and bibliographical control, which uniquely qualify him for the exacting job of safeguarding classified documents.

The experience of most agencies and institutions operating classified report libraries has evolved two successful methods for the administration and housing of a complete library service. One plan is to set up two physically separate library collections, one containing classified reports, the other unclassified reports, books and periodicals. Each is independently staffed and served by separate catalogs and bibliographical tools. The advantages of this type of organization are that it permits access to the open literature section by uncleared personnel and presents fewer security problems in terms of staffing and physical protection. It has the disadvantages of lack of integration of reference service across classification lines and some duplication in processing and service functions.

The other type of approach to the problem of housing and servicing a classified collection is to combine the two collections physically and administratively, to provide an integrated reference service.

In both cases separate catalogs are usually maintained because interfiling of subject headings for books and reports is not possible without extensive re-working. Also, it is necessary in both cases to observe such rules of compartmentalization as may apply, usually on the basis of a subject category access authorization. "Need to know" is a meaningful criterion only when classified

reports can be furnished in terms of definite control factors: (1) Specific reports (2) Series or categories of reports (3) Contract source (4) Sponsoring agency (5) Classification (6) Physical areas or degrees of security clearance.

Requirements for safe storage of classified documents may be found described in detail in the Executive Order on Minimum Standards, referred to above, and need not be considered here. Cataloging, filing and arrangement of classified reports ordinarily present no unique security problems and likewise are not discussed in this paper.

The maintenance of adequate records and control procedures on security-classified reports is an operational problem of the greatest importance. Lax security handling involving compromise of classified information can have serious consequences. Good security can be maintained by means of simple, effective procedures, plus constant vigilance. The basic control record is a permanent accession record identifying and showing the ultimate disposition of all classified reports received and distributed. It is essential this record give evidence of internal completeness. In addition to the accession or "log" record, a 2-3-4-copy

receipt is used to show transfer of accountability when a classified report changes hands. Receipts are usually optional for the "restricted" and "confidential" classifications, but are mandatory for "secret" and "top secret." For internal circulation, some classified report libraries use the standard 3" x 5" library book<sup>4</sup> card to record the temporary holder of the document. At some time or other most classified report libraries are required to take an inventory or to make a spot check of their holdings in order to determine whether any reports are missing, to assess security deficiencies, and also to evaluate the adequacy of their record controls.

For the sake of brevity and simplicity it has been necessary in several instances to make statements which for complete accuracy would require much greater qualification and elaboration than there is time to give them. In addition, there are many problems deserving more attention and fuller treatment. The need to reconcile maximum dissemination with adequate security control has required the development of many new procedures and the application of library principles and techniques to new and highly specialized material.

### Periodical Binding Schedules *(Continued from page 226)*

bination of both. Eighty-three per cent of libraries reporting either had no campus bindery available or could not have all binding done on the campus. Those libraries following binding schedules based on reader service, as well as those with no organized plan had access to campus facilities in the same proportion as the total reporting. Analysis indicated that the location of the bindery is not a factor in the formulation of binding schedules based on reader demand. Also in the opinion of the majority of libraries reporting, the location

of the bindery could not of itself contribute to the effectiveness of a schedule aimed at improved reader service.

#### *Conclusion*

This paper suggests specific procedures for developing serials binding schedules to minimize disruption in service to readers. Ideally such scheduling should be controlled by those who have first-hand knowledge of reader demand. Adoption of these or other specific techniques can be expected to improve reader service generally.

By LEROY CHARLES MERRITT

## A Footnote on the Need for Local Subject Cataloging

*Dr. Merritt is professor of librarianship, University of California.*

THE RESEARCH which resulted in the publication of *The Use of the Subject Catalog in the University of California Library*<sup>1</sup> made possible the gathering of a small additional amount of data, the reporting of which did not seem relevant to the main subject catalog inquiry. The hypothesis on which those data are based, however, is interesting and relevant to the problem of subject cataloging in libraries generally, and is presented here for that reason. In order to provide the necessary background for the reader who may not have the basic document at hand, the following paragraphs are quoted from the summary:

It was revealed that the use of books progressively diminishes as they become older, and that somewhat more recent books are chosen from the subject catalog than are located in the author catalog. When a convenient age limit of twenty years is set, it is found that 49.6 per cent of all loans through the subject catalog are not more than twenty years old. It was shown further that 71 per cent of books currently being cataloged are not more than twenty years old. When these two facts are related, it is possible to anticipate a reduction of 29 per cent in the amount of subject cataloging by postulating a policy of providing subject display only for books less than twenty-one years old. Such a policy would, over a period of years, result in a reduction in subject coverage of only 15 per cent based on books loaned through use of the subject catalog. That is, users of the

library would borrow 15 per cent fewer books through use of the subject catalog than they now do.

The major discrepancy between books cataloged and books loaned was discovered among foreign language material. Although 50 per cent of all titles currently being cataloged are in foreign languages, only 6.2 per cent of all books loaned through the subject catalog were written in foreign languages. Thus the subject-cataloging load could be reduced by 50 per cent while reducing the efficiency of the subject catalog by only 6.2 per cent, on a purely quantitative basis.

To this 50 per cent reduction in subject-cataloging load on foreign material it is possible to add a 29 per cent reduction of the remaining half of books in English if subject cataloging is eliminated for books more than twenty years old, resulting in a total reduction in subject-cataloging load of 64.5 per cent. Concomitant reduction in the amount of subject display affected by use of the subject catalog would be 21.2 per cent. Phrased differently, and in rounder numbers, if subject cataloging were to be dropped for all foreign books and for all English books more than twenty years old, subject-cataloging load would be reduced immediately by 65 per cent. The efficiency of the subject catalog in terms of books circulated with its help would progressively decline to a level not lower than 80 per cent of its present effectiveness.

*The Harper Method.* In modern university libraries the process of subject cataloging is fully integrated with the process of classification. Since the same thought processes are involved in assigning a subject heading as are involved in choosing a proper classification number, the two functions are desirably performed at the same time. It follows then that substantial savings cannot be made by eliminating only

<sup>1</sup> Merritt, LeRoy Charles. *The Use of the Subject Catalog in the University of California Library*. (University of California Publications in Librarianship, v. I, No. 1.) Berkeley, University of California Press, 1951.

one of the two processes; classification must be modified as well if projected savings in subject cataloging are to be significant and important.

A solution has been offered by Professor Lawrence A. Harper of the University of California Department of History which is at once intriguing and challenging. If it could be placed into effect, a similar though differently distributed reduction in subject cataloging would result in a similar reduction in subject catalog efficiency of only twenty per cent.

Professor Harper suggests the possibility that full and complete subject catalog display is necessary only for those books for which Library of Congress cards are available, that most of the books approached through the subject catalog are those books which are acquired and cataloged by the Library of Congress. Proceeding on this assumption, he suggests (1) that full subject display be given only to those books for which LC cards are available, (2) that all other books be given descriptive cataloging only and be shelved in order of receipt without classification, and (3) that as LC cards become available for books handled as in (2), the books be withdrawn from their special location and be given full subject cataloging and classification.

In connection with the subject catalog inquiry, it was possible to test this suggestion by a special analysis of a limited subject-catalog-derived sample which contained call cards representing 1784 charges. By checking each of these books with the official shelf-list, it was found that 1211, or 68 per cent, had been cataloged on Library of Congress cards at the time the books were acquired. Since it sometimes occurs that LC cards are printed after the University of California Library has done its own cataloging, the remaining 573 cards produced locally were checked with the Library of Congress Depository Cata-

log, which is a complete catalog of all cards ever printed by the Library of Congress. LC cards were found there for an additional 225 books, making a total of 1436 books for which LC cards were available at the time the books were used. Thus, had the Harper method been followed in its entirety during the last 50 years, the subject catalog would be 80 per cent as effective in locating desired material by subject as it is now. These data are recapitulated in Table 1.

Table 1

Incidence of Library of Congress Cards in  
the Cataloging of 1784 Books Loaned  
Through the Subject Catalog

	Number	Per Cent
Original Cataloging on LC Cards	1211	67.9
Subsequent Publication of LC Cards	225	12.6
Total LC Cards Available at Time Books Were Used	1436	80.5
Total Loans Derived from Subject Catalog	1784	100.0

If the library were to adopt the Harper method, it would no longer be necessary to do any original subject cataloging or classification; all could be done with the assistance of the subject headings and classification numbers already printed on the Library of Congress cards. For the last three years Library of Congress cards have been available for approximately fifty per cent of the titles cataloged by the University of California Library. Reduction in subject cataloging and classification load would thus amount to at least this fifty per cent, in terms of titles cataloged, and would in fact amount to more than that because the reduction would occur for the more difficult fifty per cent for which LC cards are not available. Accurate figures of this

(Continued on page 241)

By CONSTANCE M. WINCHELL

## Reference Books of 1951-1952<sup>1</sup>

*Miss Winchell is reference librarian,  
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### *Introduction*

AS IN THE first article in this series<sup>2</sup> this survey is based on notes written by members of the Reference Staff of the Columbia University Libraries. Again, it is not a comprehensive listing of recent reference books but a selection of a few of those which seem to have special importance for reference workers in university libraries. Emphasis has been placed on scholarly and foreign materials and as in the previous article titles in the sciences and technologies have reluctantly been omitted. These latter are dealt with in other listings and while they should be represented in a well rounded list, space and time have prevented their inclusion here. Code numbers (such as A527) have been used to refer to titles in the *Guide to Reference Books*<sup>3</sup> seventh edition.

### *Bibliography*

A change in the form of Swiss national bibliography should be noted. Through 1947 the current bibliography was covered by *Das Schweizer Buch; Bibliographisches Bulletin der Schweizerischen Landesbibliothek; Le Livre Suisse* (A527) with the *Systematisches Verzeichnis der schweizerischen oder die Schweiz betreffenden Veröffentlichungen* of the Schweizerische Landesbibliothek of Bern (A520) serving as a subject index to it and as a short title catalog. The 1931-40 volume of the

*Systematisches Verzeichnis* has been completed and the Personenkatalog, Ortskatalog, and fascicles O, Allgemeine Literatur; 1, Philosophie; 2, Religion, Theologie of 1941-47 have been received.

Beginning with 1948 a new publication of the Schweizerische Landesbibliothek of Bern will record Swiss works, the *Schweizer Bücherverzeichnis, Répertoire du livre suisse, Elenco del libro svizzero*, the first volume of which covers 1948-1950, is a list by authors and anonymous titles, with indexes of collaborators and catch-word subjects. It cumulates the titles listed in *Das Schweizer Buch, Livre suisse*, series A & B from 1948-1950, and includes publications appearing in Switzerland and those published in other countries by Swiss authors or relative to Switzerland. Annuals and periodicals are listed as well as books. Future cumulations will probably cover five years.

The 1950 issue of the *Index to New Zealand Periodicals* (E93) incorporates a new section comprising a *Current National Bibliography of New Zealand: Books and Pamphlets*, which gives in dictionary form (author, title and subject) entries for approximately 270 titles of works published in New Zealand or dealing with New Zealand. The main entry gives author, title, place, publisher, paging, illustration, subject heading and Dewey classification number but not price.

John Harris's *Guide to New Zealand Reference Material and Other Sources of Information* was issued in 1947 in mimeographed form (A567). A second edition, issued in printed form, includes new material up to the end of 1948, omits super-

<sup>1</sup> Mention of a title in this article does not preclude comment in the "Review Articles" section.

<sup>2</sup> *College and Research Libraries* 13:30-36, Jan. 1952.  
<sup>3</sup> Winchell, C. M. *Guide to Reference Books*, 7th ed. Chicago, ALA, 1951.

seded works and makes some corrections. The first supplement compiled by A. C. Bagnall follows the same form and adds publications of 1949 and 1950. Arranged by the Bliss *Bibliographic Classification* with a subject and author index, this comprehensive listing of New Zealand reference material in books, periodicals, and official documents is a valuable addition to guides to reference books, and although Mr. Harris has left New Zealand it is to be hoped that the New Zealand Library Association will continue the work.

#### *Libraries*

Three guides to the resources of libraries, one in this country and two abroad, while different in scope and purpose will prove useful to libraries and scholars in many countries. *American Library Resources; a Bibliographical Guide* by Robert Bingham Downs is a bibliography of bibliographies rather than an actual description of resources, as it indicates holdings of libraries only in so far as there are bibliographies listing them. Bibliographies, union lists, surveys, checklists, catalogs of particular libraries and special collections from all parts of the country are included, whether published in periodicals or separately as books or pamphlets. In a few cases unpublished bibliographies are also listed. In using this comprehensive guide it must be remembered that other libraries may have collections of equal or greater importance for which no lists are available.

UNESCO's *Répertoire des bibliothèques de France* in three volumes is a directory and survey of the libraries and documentation centers of France. The first volume, *Bibliothèques de Paris*, covers the Bibliothèque Nationale, and university, general and special libraries giving for each such facts as name, address, clientèle served, hours of opening, published and unpublished catalogs, conditions of lending, number of

volumes, administration with names of those in charge, history, publications, etc. Volume two, *Bibliothèques des Départements* lists the same type of information for the libraries outside of Paris; volume three, *Centres et services de documentation*, gives under subject, details about the centers and services existing to furnish information in specialized fields.

UNESCO has also issued the *Répertoire des bibliothèques du proche et du moyen-orient* by Joseph A. Dagher which is the first comprehensive survey of libraries in the Near and Middle East. The information given for each library follows much the same outline as that for the previous item making due allowances for the difference of locale and customs, and includes date of founding, authority, catalog, specialties, conditions of use, etc.

#### *Religion*

The appearance of volumes seven and eight, covering the Gospels, of the projected twelve volume *Interpreter's Bible* should be noted. Because of the inclusion of parallel texts of the King James and revised standard versions and of the general articles and exegesis, this set will be useful on the reference shelves of many general as well as theological libraries.

More than 14,000 items on the Jansenist controversy in the Catholic Netherlands and Liège are listed in the *Bibliotheca Janseniana Belgica* by Léopold Willaert. The main part of the work is a chronological record of both books and periodical articles published from 1476-1950, with library locations for many items. These are preceded by a list of some eighty libraries owning extensive collections of Jansenist material; and general works, such as dictionaries, bibliographies, printed library catalogs and periodicals. An author index is included and a subject index is planned.

### *Political Science*

The *International Political Science Abstracts*, issued by the International Political Science Association and published with the assistance of UNESCO and the Co-ordinating Committee on Documentation in the Social Sciences, is designed to provide an abstract journal in the fields of political science and international relations. The first volume includes almost 1450 abstracts from some 70-85 periodicals published in various countries. Abstracts for articles in English are given in French, all other abstracts are in English. In volume one, no. 1-2 covers 1950, no. 3 the first half of 1951, no. 4 the third quarter of 1951, with English and French cumulative subject indexes to the volume. There is no author index, though each issue is arranged alphabetically by author. Hereafter it is expected to publish the journal quarterly, with an annual cumulative index. Titles are given in the original language with, except for English and French titles, translations into English.

During the twenty-seven years of its existence, the League of Nations issued over 100,000 documents, which are surveyed by Hans Aufricht in his *Guide to League of Nations Publications... 1920-1947*. These include three types: those on public sale, those not on public sale, and those confidential in character. Many of the last were subsequently declassified and are listed here. Major documents of the principal autonomous organizations, such as the International Labor Organization, are also included, as well as guides and major publications relating to League activities. In general only English editions are noted.

### *Business*

*Measures of Business Change* by A. H. Cole was originally intended as a revision of Davenport and Scott's *An Index*

to *Business Indices* (L446) but the new work has been broadened in scope and although it is still limited to the United States, more emphasis has been placed on regional measures. There is a list of indexes in the order of their presentation, including Part I, National measure of change and Part II, Regional and local measures of change. Part I give descriptions of the indices which deal with volume of business, commodity prices, construction costs, employment, finance, etc. Part II deals with regional and local indices. Included are many series which show relative change but are not composed of index numbers.

### *Dictionaries*

*Webster's New World Dictionary of the American Language*, which in spite of the use of Webster's in the title has no connection with the Merriam-Webster publications, is said to be an entirely new dictionary prepared from the American viewpoint for the general reader rather than for the scholar of the English language. As compared with the 550,000 entries in Merriam-Webster's *New International Dictionary (Unabridged)*, this dictionary has about 150,000 entries selected after analyzing various word frequency lists. Emphasis was put on terms to be found in contemporary American usage and in the required reading of college students. Pronunciations are those used by the majority of Americans in everyday speech, phonetically known as General American, with variant American pronunciations listed when they occur. All material, abbreviations, proper and geographical names, foreign words and phrases, slang, etc., are entered in the main alphabet. Etymologies are given. While it will not supplant the unabridged dictionaries it may provide a usable up-to-date desk dictionary.

The first fascicles have appeared of a new French dictionary done on historical prin-

ciples and sponsored by the Académie Française. Paul Robert's *Dictionnaire alphabétique et analogique de la langue française; les mots et les associations d'idées* is in size, format, and plan very much like Murray's *New English Dictionary*. Etymology, definitions, synonyms, antonyms and cross-references to words with related meaning are given for each entry with quotations from French writers selected to clarify the usage and to trace the historical changes in meaning.

The republication in one volume of Preobrazhenskii's *Etymological Dictionary of the Russian Language* makes this valuable work again available to students interested in the history of Russian language, literature and civilization and in Indo-European comparative linguistics. The two volumes (A-Suleya) which appeared before the author's death in 1918 have long been out of print and are extremely rare; volume three (Telo-IAshchur) was published in Russia for the first time in 1949. The remaining portion (parts of S and T), although apparently completed by the author, were subsequently lost. The reprint follows the original except for such alterations as were made necessary by modern orthography.

The first volume of a new comprehensive Dutch-English dictionary Jansonius *Groot Nederlands-Engels woordenboek* has been received, covering A-M.

#### *Motion Pictures*

The Copyright Office has produced an unusual and useful record of *Motion Pictures, 1912-1939*. The catalog consists of three parts: first, a title list of all motion pictures copyrighted from 1912 to 1939, giving the descriptive details of each picture, including date of production, number of reels, source of story, and if an adaptation of a play or novel, credits (producer, director, writer, etc.) and the name of the

company owning the copyright; second, an index of names; and third, a series list.

#### *Literature and Language*

E. Frauwallner's *Die Weltliteratur* is to be a new scholarly encyclopedia of world literature from the earliest times to 1951, giving concise information in a straight alphabetical arrangement, about national literatures, literary forms, and the most significant authors, with bibliographies. The first volume covers A-Grieg. It complements and supplements Eppelsheimer *Handbuch der Weltliteratur* (R32) which is arranged by period. Both give biographical sketches with bibliographies of works by, translations into German, and works about.

A practical manual for graduate students in English is provided in Sanders *An Introduction to Research in English Literary History*. After two brief introductory chapters, the first covering the making of paper and books, and the second listing basic reference books in the field, general problems of literary research are discussed, e.g., editing, biography, authenticity, sources, chronology, interpretation, techniques, the history of ideas and suggestions for thesis writing followed by a section of bibliographical references to which extensive footnotes in the work refer. It should serve as a useful introduction to both students and librarians.

The *Oxford Dictionary of Nursery Rhymes* edited by Iona and Peter Opie is said to be the most comprehensive and authoritative work ever published in this field. It lists 550 English nursery rhymes arranged alphabetically by the most prominent word or in the case of nonsense jingles, by the opening phrases. The standard version is given first followed by the earliest recorded version, "the circumstance of its origin, changes of wording through the years, its forebears or companion pieces in other languages, and the customs, supersti-

tions and amusements associated with them," and bibliographical references. There are two indexes, one of "notable figures associated with the invention, diffusion or illustration of nursery rhymes" and one of the first lines of standard and other versions.

The second volume of Greg's *Bibliography of the English Printed Drama to the Restoration* is a welcome addition. Volume one (R298) recorded plays to 1616, volume two continues the record from 1617 to 1689, and has separate sections of "Latin plays," 1581-1658, and "Lost plays" 1504-1622. The form and arrangement follow that of volume one and copies are located in British and American libraries.

Another volume of the *Critical Bibliography of French Literature*, edited by David C. Cabeen has appeared. Volume one, *The Medieval Period* (R570) has proved most useful since its publication in 1947. It has now been joined by volume four, *The Eighteenth Century*, edited by George R. Havens and Donald F. Bond, which follows the pattern of the first volume, each chapter having been edited by a specialist. It lists more than three thousand books, dissertations and periodical articles in several languages. Critical annotations and references to reviews are included.

The publication of the first "Halbband" of volume eleven of Goedeke's *Grundriss zur Geschichte der deutschen Dichtung* (R505) has partially filled a gap in the second edition of this important work. This volume in three fascicles is devoted to the *Drama und Theater 1815-1830*, and covers general literature, the German states, Switzerland and the Russian Baltic provinces. The second "Halbband" will cover Austria and such smaller sections as "Kindertheater" and "Operntexte." It is hoped that this volume will appear in 1952.

Lambrino's *Bibliographie de l'antiquité classique 1896-1914* is a much needed work designed to fill the gap in the bibliographi-

cal record of classical studies between the works of Englemann (R796) and Klussman (R799) which together cover 1700-1896, and the *Dix années de bibliographie classique, 1914-1924* of Marouzeau (R800). Following the same plan as the latter, the first volume "Auteurs et textes," 1896-1914, lists editions, translations and works about classical writers in books and periodicals. The coverage is not limited to literature but includes all phases of Greco-Latin antiquity from pre-history to the Byzantine and Gallo-Roman periods. As in Marouzeau, the second volume will be concerned with *Matières et disciplines*.

A parallel work devoted exclusively to the Latin language has been prepared by Jean Cousin in his *Bibliographie de la langue latine, 1880-1948*. In a classified arrangement this deals with books and periodical articles on general linguistics in relation to the Latin language, history of the language, orthography and pronunciation, phonetics, morphology, syntax, stylistics, lexicography, and the language and style of individual authors. There is an index of words and an index of Latin authors but the lack of a general index is a decided handicap.

De Bray's *Guide to the Slavonic Languages* is an attempt to give an over-all view of all the Slavonic languages to those who are already familiar with one of the group. Each one is treated in a separate section introduced by a brief history of the language followed by an examination of the alphabet, pronunciation, morphology, word order, and features characteristic of the language. A selected bibliography lists grammars, dictionaries and other aids to study in the field, including works in English, French and German. There is a detailed table of contents but no index.

#### Biography

The first attempt at a biographical dictionary of leading UN personnel is based

on data gathered in the fall of 1950 and published by C. E. Burckel in 1951 as *Who's Who in the United Nations*. It lists nearly 1700 biographies of persons who hold important posts in the UN or its agencies, or who played a significant part in organizing the UN. Sketches are in usual who's who form and many are accompanied by photographs. Appendices include the Charter, member states, commissions, charts of organization, etc.

A new current biographical dictionary of Belgium entitled *Le livre bleu; recueil biographique*, gives brief sketches of persons important in Belgium in the fields of the arts and sciences, politics, industry and commerce.

R. L. Hill's *Biographical Dictionary of the Anglo-Egyptian Sudan* is not restricted to persons who lived in the Sudan but contains some 1900 short sketches of persons of various nationalities and periods who died before 1948 and made some contribution to the history of the Sudan.

#### *Geography and Travel*

One of the most important reference books of the decade, the *Columbia Lippincott Gazetteer of the World* will immediately take its place as an essential item in libraries everywhere. Lippincott's *New Gazetteer*, to which this is a successor, has long been out-of-date and a comprehensive modern work had been much needed. Essentially a completely new work, the *Columbia Lippincott* lists in one alphabet the places of the world, both political subdivisions and geographic features, giving variant spellings, pronunciation, population (with date), geographic and political location, altitude, trade, industry, agriculture, natural resources, communications, history, cultural institutions and other pertinent facts. It lists some 130,000 names (with more than 30,000 cross-references), as against 40,000 in Webster's *Geographical Dictionary*

(U16). However, the Webster will still be useful, especially in smaller libraries, and in homes which cannot afford the larger work.

The Gennadius Library in Athens is a rich and unique collection of over 55,000 books, pictures and maps relating to Greece, the Balkans, and the Near East from medieval to modern times. The first part of the catalog of this library to be published, entitled *Voyages and Travels in the Near East Made During the XIX Century*, was compiled by S. H. Weber. It contains some 1,206 annotated titles entered by date of publication with a general index and a name index of travelers and authors.

#### *History*

The war-time gap in the record of historical writings still to be covered by the *International Bibliography of Historical Sciences* (V11) is partially filled by Palumbo's *Bibliografia storica internazionale, 1940-1947*, which lists books and periodical articles with the emphasis on Italian writings although materials in other languages are included. There are author and subject indexes.

The historical writings of German authors for the period 1939-1945 are listed by Walther Holtzmann and Gerhard Ritter in *Die deutsche Geschichtswissenschaft im zweiten Weltkrieg*, which appeared in two parts, the first covering pre-history and ancient times, the second middle ages and modern times. This bibliography supplements for the war years both the *International Bibliography of Historical Sciences* (V11) and insofar as it concerns German history the *Jahresberichte für deutsche Geschichte* (V261).

An encyclopedic survey of this same war period 1939-1947 is provided by the special volume of *Larousse mensuel* entitled *La seconde guerre mondiale*. When publication was resumed with volume 12 in Janu-

ary 1948, volume eleven, which had been interrupted by the war, was still incomplete. This new volume completes volume eleven and includes the indexes to the entire volume. It contains the information for the war years in the usual alphabetical arrange-

ment with an introductory section covering the events of 1939-1947 in outline, and a tabulated chronology at the end. There are entries under the names of individuals, and longer articles on subjects as medicine, literature and on individual countries.

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## Local Subject Cataloging (Continued from page 233)

saving are not at hand, but it is not unreasonable to estimate the total saving at the same 65 per cent found to obtain were subject cataloging to be eliminated for for-

eign books and English books more than twenty years old. This would certainly be true when it is considered that classification is eliminated as well.

## Techniques for Expanding the Card Catalog of a Large Library

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THE PRESENT account is concerned with methods of redistributing a large university library card catalog, and centers around a specific situation. It is hoped, however, that it will be suggestive in other cases where such large-scale operations must be performed.

The problem was this: the union catalog (known as the general catalog) of the Columbia University Libraries—some 3,300,000 cards housed in 2660 trays—was to be expanded by redistribution into a total of 4130 trays by the addition of 1470 trays originally sheltering part of the depository catalog. Before the move was effected, the decision to set up a public serials catalog for main entry serials cards reduced the available space to 3864 trays. This new space was at the beginning of the original catalog, requiring that it be backed up into its new quarters.

Much of the technique followed dates back to earlier moves and thus was known to be effective; at the same time, much of the success of the 1950 move was a direct result of the location of present quarters. In minor catalog shifting that goes on spasmodically as soon as a catalog begins to burst at the seams, the work has been done at the catalog, using the consulting tables as the field of operations. Probably the wisest decision at this time was to do none of the work in the catalog area. Two facts conspired to make this possible: the opening of the Cataloging Department directly into

the general catalog, and free space, with long worktable, chairs, and floor space for accommodation of booktrucks, at the front of the Cataloging Department.

### *Planning the New Catalog*

A preliminary step in any catalog planning or move is to measure or estimate (from sampling) the total bulk of the catalog to be accommodated. Measuring is not excessively time-consuming, and affords an accurate view of the situation. The work of measuring may be divided between two or more groups of clerical staff members, with two persons working as a team, one doing the measuring, the other recording measurements. In measuring, cards should be brought to an upright position by supporting them at front and back of the tray; they should be held in a relatively easy position, without undue crowding. In a catalog as extensive as the one under consideration it would be helpful to have a measuring scale (in inches only) stamped on the outer right side or along the top edge of that side of each tray, to save the necessity of picking up and positioning a ruler, both in the process of estimating and of apportioning tray contents later.

The number of trays available for the expanded catalog should be recorded next. There are two considerations here: first, the total trays in the expanded catalog, and second, the trays that are to be put into immediate use. It is advantageous to leave empty trays for expansion throughout the catalog rather than to use all trays, with fewer cards in each, at the beginning. To

follow the latter plan means that added space at a given point can be gained only by a very considerable juggling of the contents of a number of trays, while totally empty trays may be introduced easily at pressure points. Top and/or bottom trays may be held in reserve, thus giving added capacity throughout the catalog for later adjustments. Certain variations in pattern may be found desirable; one was made in this case where bookshelves come close to the catalog by leaving a vertical line of trays to separate the two areas, and a second when empty trays were accumulated at the beginning of the catalog to keep catalog users at a safe and comfortable distance from a much-needed but powerful floor fan. Another advantage of free trays is that the arbitrary inchage set up for each tray cannot be followed absolutely, making it necessary to have reserve space on which to draw even during the move. In this library, provision must be made in each catalog case for a tray to hold a supply of temporary removal cards for staff use, and a "dummy" tray with direction *Apply at Reference Desk* for insertion when a tray is removed to the Cataloging Department. As pressure on catalog space increases, some of these may have to be relinquished.

Once the number of trays for immediate use has been determined, the inches of cards to go into each tray can be fixed mathematically. Actually, no such arbitrary pattern can be followed in the expansion, since tray contents are dependent on beginning and ending each tray at a logical breaking point and on the probability of slow or rapid growth of a given main entry or subject group. For this reason, expanding the catalog must be regarded as a top-level rather than a clerical function.

#### *Labels for the Expanded Catalog*

(Explanatory: The label-holders in use are  $5\frac{1}{2} \times 1\frac{1}{2}$  inches carrying two labels within one

frame. The smaller label, at the left, is  $1\frac{1}{16} \times 1\frac{1}{2}$ , and shows the case number above the tray number, as  $\frac{1}{110}$ . The second label shows the limits, alphabetically speaking, of tray contents. This legend is apt to be rather complex; and no method of marking, save by hand printing, has been found satisfactory.)

Estimates of the number of labels required in each size for the expanded catalog should be determined early, samples of stock obtained, orders placed, and stock cut to size. Care must be taken to see that size samples are true. Number labels from the old catalog may be used, at least temporarily, as far as they will serve. For that reason, the first number labels to be made should be those with new case numbers, going back, when these are done, to replacement labels, if needed, for cases of the original catalog. Empty trays, as well as those in active use, should carry number labels.

Ordinarily we have several clerical staff members who do good lettering and numbers. They should be started on number labels well in advance of the move, giving time each day to the work. It is not necessary to limit the work to one person, although it is desirable to assign each person an area of responsibility so that lettering is uniform over a considerable space. An effort should be made to have workers adopt a straightforward style that harmonizes as far as possible. Uniform ink, preferably India, should be used.

At this time, all labels are covered with transparent Perma film (clearseal). This comes in large sheets. By laying these on a flat surface, adhesive side up, the labels may be pressed face down with just enough space between for cutting purposes. After they have adhered, the cutting process begins. Usually labels have to be trimmed somewhat in inserting into the label holders. After the 1950 move, all labels were given

a dab of rubber cement to hold them in place, thus giving a more tidy appearance to the catalog. The method has not been entirely effective, since a considerable number of labels have already required a second treatment; this may mean only that we were too conservative in applying the cement.

Temporary labels to show tray contents were cut from a cheaper grade of stock in the 1950 move. These were in use for some weeks before permanent lettering could be done. The temporary labels were printed hastily in ink and used without protective covering.

#### *Mechanics of Expansion*

The original catalog should be moved forward or backward, depending on the location of the new trays in relation to the original catalog, so that free space will be available at the beginning of the catalog. As this repositioning is done, free trays should be arranged throughout, according to the pattern determined for the finished catalog, with pre-determined number of additional empty trays in each case to meet the expansion requirements. This should be done without disturbing tray contents, when possible. If new equipment requires leaving trays newly acquired in the cases to which they belong, contents should be carefully and rapidly transferred. Empty trays should be piled in space determined upon until such time as space is free for their insertion at the beginning of the catalog, if the catalog is being moved forward.

If trays that have been in use are to be dusted and/or washed, provision should be made in ample time, since the task is a slow one. In the case of our 1950 move, this process continued for weeks. Trays were trucked into the department locker room, where running water was available. Once all empty trays are washed, those from which cards are being removed may be sub-

ject to the same treatment. If so, they should be segregated. Dust cloths must be kept close at hand during the actual shifting, and a long-handled typewriter brush is effective for corners and quick dusting.

The first step in the actual moving is to fill a booktruck with trays from the catalog, beginning with the first tray of the letter *A*. Each truck must be checked to see that trays are in proper order and that there are no gaps due to trays not in place when the truck was filled. A record should be left at the point in the catalog from which trays are being removed: **ASK AT REFERENCE DESK FOR TRAYS NOT FOUND IN THIS SECTION.** Such a direction statement can be suspended by a cord or rubber band from the rod of an empty tray inserted in the vacant space.

The loaded truck was then brought to the long worktable at the front of the room where trays for expanding were assembled. A second truck was ready to receive trays on which work had been completed. Trays were returned to the catalog a truckload at a time—15 trays to a truck—or more rapidly by hand, if there was a lag in the work.

The decision as to the amount to go into the new trays should be determined only by a qualified person, since consideration must be given to logical division and to probabilities of growth. In the 1950 move, this was carried out only by the catalog librarian and the supervisor of the Processing Unit. The procedure of the actual transfer of cards is as follows: From the back of the first tray, remove cards that are in excess of what are to be retained in the new first tray, placing these at the front of an empty tray, adding to these, from the beginning of the second tray of the old catalog, such cards as are needed to complete tray two of the new catalog. Cards then remaining in tray two of the old catalog are pushed forward and cards added from the beginning of tray three of the old

catalog to make up tray three of the new catalog. (Complete transfer to fresh trays must be made in case used trays are to be cleaned.)

Extreme care must be taken in handling cards, since it is easy to become confused if the procedure is hurried or if the element of fatigue is involved. It has been found desirable to have the process handled by two crews—catalog librarian and clerical, and supervisor, Processing Unit, and clerical—and to limit each crew to one half day of activity each day. The clericals chosen to participate here were on the cataloging assistant level—this is the middle grade of the clerical range, and with us cataloging assistants do searching, transferring, adding of copies, changing of records, and other subprofessional duties, which make them familiar with the catalog. In the 1950 move it became evident that it was not advisable to push for a definite goal each day. When the competitive factor, either with another person or to keep to a record already established, was introduced, greater fatigue and confusion resulted. Better results came from accepting normal ups and downs.

The professional member of the crew determined the tray contents, calling out the label statement to the clerical member who recorded it on a legal size sheet in tray order. This list was used for making of permanent labels. Care must be taken to give this statement clearly and accurately. If the professional member writes the temporary label, it can be passed on as a guide for the record. In addition to making the temporary label and the sheet record, the label must be trimmed and inserted. No attempt is made here to specify who does these several tasks; it depends on the rapidity with which the process is handled and on which worker is ahead at a given moment. Some shifting about is also desirable as relief.

A protective card should be placed at

front and back of each tray—this can be done by the professional member as tray contents are set up. Ordinary buff guide cards, with tab trimmed off, serve well since they are of heavier stock. Used guide cards, providing they are relatively clean, are acceptable. At a later time, the catalog should be checked to see what additional guides are required as a result of the move, particularly at the beginning of each tray of the new catalog.

Label statements should be as concise as possible and inclusive, leaving no doubt in the mind of the catalog user as to what will be found in a given tray. Each label should tell the complete story and not require looking ahead to the next tray to make sure. It may be necessary at times to adjust tray contents in order to simplify the label statement. It is easy to come up with impossible letter combinations on labels, and while it is well to avoid them, the principle of inclusiveness must be maintained, if filers are not to find themselves with a card that, as far as labels indicate, belongs nowhere. It is well to study the catalog as set up, both for good examples and for the occasional unfortunate one. The pattern to be followed should be discussed and adhered to by the two professional workers, and the sheets of label designations be edited for consistency, inclusiveness, and accuracy, preferably making the department head responsible, before permanent labels are made. Permanent labels should be inserted by the professional crew who should make a final check with temporary label and with tray contents, if necessary.

#### Catalog Repairs

Catalog repairs can be handled by the clerical worker as part of the procedure, although both workers should be alert in the matter. Much can be done regularly toward keeping a running check and taking

(Continued on page 252)

By ELMER M. GRIEDER

## The Reorganization of the Stanford University Libraries

*Mr. Grieder is associate director, Stanford University Libraries.*

IN A SURVEY of the Stanford University Libraries published in 1947 one of the weaknesses upon which the surveyors dwelt at length was a rapid deterioration of the bonds which held together the main library and the twenty-four special and departmental libraries. They noted a strong tendency toward decentralization, which had already withdrawn from the effective jurisdiction of the library administration a large and important segment of the collections and a considerable portion of the University's total expenditures for library purposes.<sup>1</sup> This trend toward autonomy in the establishment and operation of subject libraries had developed in contradiction to action taken by both the Academic Council and the Board of Trustees in 1925.<sup>2</sup> Legally the Director of Libraries was in a strong position; actually, of twenty-four departmental and professional school libraries four were staffed by the main library and therefore under a fairly direct control; six were staffed from departmental budgets, and fourteen were unstaffed, or managed by secretaries or students having no con-

nexion with the main library. In September, 1946 the Hoover Library was placed directly under the chairman of the Hoover Institute and Library; the Medical Library showed a strong tendency to pull away; and a general feeling of dissatisfaction with the existing relationships was evident in many departments and schools.<sup>3</sup> Control by the central library administration was regarded in many quarters as unnecessary, and sometimes as a positive hindrance to effective library operation.

This breakdown in organization was attributed primarily to a lack of machinery for the proper administration of the outlying collections and of certain centralized functions, especially the allocation and expenditure of book funds, budget planning and accounting, and public services.<sup>4</sup> Perhaps the most fundamental weakness was the concentration of responsibility in the director's office. In addition to direct supervision of six central divisions and twenty-four special libraries, he was personally responsible for all budgeting and accounting, interlibrary loans, exchanges, and departmental and university relationships of all kinds.

The Survey proposed an immediate reorganization in which an associate librarian would assume responsibility for the existing divisions in the main library, and an assistant librarian would supervise the operation of all departmental and school libraries. The latter were to be grouped into three divisions: Social Sciences, Biological Sciences, and Physical Sciences and

<sup>1</sup> Wilson, Louis R. and R. C. Swank, *Report of a Survey of the Library of Stanford University*, Chicago, ALA, 1947, p. 61-65, 113-16. Questions relating to special libraries are also discussed in chapters devoted to finance, personnel, and other aspects of library operations.

<sup>2</sup> Stanford University, *Trustees' Manual*, 1937, p. 199. "He the Director of Libraries, shall have custody of all books, etc. belonging to the University Library or to Departmental Libraries . . . He shall have control of all assistants who shall be employed in the administration of the Library . . . Librarians or curators of departmental or special libraries employed primarily for the care and administration of such shall be nominated for appointment by the Director of Libraries and shall be under his general supervision and control."

<sup>3</sup> Survey, p. 63-64, 114-16, 128-29.

<sup>4</sup> Ibid., p. 45-58, 64-65, 70-72.

Engineering, with the Lane Medical Library and the Hoover Library as separate divisional entities. For the more distant future, when better integration of the divisions could be effected, a scheme having seven divisions was proposed, with an associate librarian sharing central administrative duties. These divisions were designated as Central Processing, Central Service, Hoover Library, Humanities, Social Science, Biological Science (which would include the Lane Medical Library), and Physical Science and Engineering.<sup>5</sup>

It will be seen that the surveyors were much preoccupied by the proliferation of special libraries, the irregular and uncertain character of their financing, their tendency to escape the jurisdiction of the library administration, and the resulting inefficiency of all library functions.<sup>6</sup> This paper is an account of what Stanford has done since 1947 to reestablish effective administrative control over existing collections, to coordinate their acquisitional and service functions, and to insure that any new libraries will be established on sound foundations and with a logical and clearly defined relationship to the whole library system.

#### I. *The Divisional Organization at Stanford*

In September, 1949 a partial reorganization of the Stanford libraries took effect, by which every library in the University was placed in a definite relationship to the system as a whole, as illustrated on the accompanying organization chart. The four central divisions—Order, Catalog, Circulation, and Special Collections—remained virtually unchanged, though the first has since been renamed the Acquisition Division. The Reference Division, which became the Reference and Humanities Division, had no distinct change in its func-

tions, but was henceforth considered one of the subject divisions, with a view to its ultimate conversion into a Humanities Library. Certain special subject responsibilities were attached to it and the Music Library and a small German collection were assigned to its jurisdiction.

The most radical step in this reorganization was the grouping of the small subject collections into three new divisions. The Social Science Division embraced the Documents Library, the Education Library, the Hopkins Transportation Library, the Journalism Library and the West Memorial Library in political science. The Biological Science Division included seven related libraries, and has since absorbed an eighth. The Science and Engineering Division comprised seven technical libraries, of which two, the Mathematics and Physics Libraries, have since merged. The Lane Medical Library formed a ninth division. A chief librarian was appointed to head each division, the incumbent being in most cases the librarian of the largest component collection. The Business, Law, Food Research, and Hoover Libraries retained their autonomous status, which consists essentially in being financed from school or institute budgets. The University Library performs certain functions, such as ordering and cataloging, for most of these libraries, but they are not under its jurisdiction in a statutory sense.

The divisional plan as it has evolved in the past ten years in the libraries of the University of Colorado, the University of Nebraska or Washington State College originated primarily as a device to strengthen the services of the library. It is a compromise intended to retain the administrative efficiency of the centralized collection while securing at least in part the advantages of convenience, expert subject librarianship, and faculty interest which special libraries are intended to provide.

<sup>5</sup> *Ibid.*, p. 65-66, 116-119. Charts for the two plans appear on pages 67 and 69.

**STANFORD UNIVERSITY LIBRARIES ORGANIZATION CHART**

September 1, 1951

Board of Trustees

President

Director's Office

— — — — — *Faculty Library Committee*

*Humanities & Reference Division*

- Music Library
- German Library
- Stanfordiana
- Gift & Exchange Department
- Binding & Receiving Service

*Catalog Division*

—

*Circulation Division*

- Main Loan Desk
- Reserve Book Room
- Western Civilization Library
- Stanford Village Library
- Interlibrary Loan Service

*Special Collections Division*

- Bender Room
- Felon Library
- Drama Collection
- Other Special Collections

*Social Science Division*

- Document Library
- Education Library
- Journalism Library
- West Memorial Library
- Hopkins Transportation Library

*Biological Science Division*

- Anatomy Library
- Bacteriology Library
- Biology Library
- Dudley Herbarium Library
- Hopkins Marine Station Library
- Natural History Museum Library
- Physical Education for Women Library
- Physics & Mathematics Library
- Mineral Sciences Library

*Science & Engineering Division*

- Aeronautics Library
- Electronics Library
- Engineering Library
- Chemistry Library
- Physical Therapy Library

*Far Eastern Collection*

- Lane Medical Library
- Barkan Library

*AUTONOMOUS LIBRARIES*

- Hoover Library
- Food Research Institute Library
- Law Library
- Graduate School of Business Library
- Industrial Relations Library

It can conceivably operate as a centralizing or as a decentralizing process, depending on the nature of the library to which it is applied. At Stanford the divisional plan was essentially an effort to reintegrate the libraries in an administrative sense. It has had no distinct effect as regards physical relocation or reorganization of the collections, which for the most part is contingent on the realization of a building program adapted to a new alignment of the library's resources.

The divisional organization at Stanford has achieved substantial results in eliminating, or at least alleviating, the evils at which it was aimed, and it has brought many positive benefits. Its results may be summarized as follows:

1. It has permitted decentralization of many administrative duties, the division chiefs now assuming responsibility for the libraries under their jurisdiction in such matters as staff schedules, service policies and procedures, budget planning, routine faculty contacts, and other administrative functions.
2. It has encouraged the growth of a competent administrative group, closely associated with various faculties, to represent the interests of the subject libraries and the faculties they serve in planning the over-all library program. The increased independence and larger responsibilities of the division chiefs have been a great stimulus to their professional growth and to their interest in the library as a whole as well as in their own divisional library activities. The Administrative Council of division chiefs meets regularly with the Director of Libraries to discuss problems of common interest and to plan changes in policy and procedure.
3. It has fostered the coordination of acquisition programs and service functions among libraries with similar interests and has tended to place emphasis on the advantages of closer relationships. The recent merger of the Mathematics and Physics Libraries illustrates the readiness of faculty members to recognize these advantages and their willingness to

accept administrative simplification if they are confident that their own interests are appreciated and protected.

4. It has assured at least some regular professional supervision for every library, even though full-time librarians can be provided only for the larger collections.
5. It has facilitated the centralization of book funds, accounting, binding, serial records, and cataloging in the main library, the formulation of uniform service programs, and the unification of the library budgets.

The plan as it has finally developed conforms to neither of the schemes proposed by the surveyors. It most closely resembles the second, but the Order, Catalog, Circulation and Special Collections Divisions retain their identities, the Hoover Library remains autonomous, and the Lane Medical Library is a division rather than a part of the Biological Science group.

## II. *The Classification of Libraries*

An attempt has recently been made to classify the special libraries at Stanford on the basis of certain descriptive criteria. It became necessary during the past year to formulate a procedure for setting up a proposed new library. A very brief consideration led to the conclusion that some definition of its ultimate size and character would be required before any rational plan could be developed. This in turn led to a review of existing libraries. They fell into two main types, which were finally characterized as *branch libraries* and *departmental libraries*. These classes were distinguished only after the criteria had been listed, and libraries were classified on the basis of their conformity to one or the other set of standards. In general, branch libraries are those having the following characteristics:

1. The major (not necessarily all) resources of the University Libraries in appropriate subject fields are housed in these libraries.

2. They are intended to be indefinitely cumulative, except as financial conditions, space, or other circumstances may force limitations.
3. New acquisitions in the subjects covered are automatically sent to these libraries regardless of the funds from which they are purchased; e.g., all items classed in Dewey 370 go to the Education Library; all in 620 and 699 go to Engineering.
4. Branch libraries are generally expected to have full catalogs (i.e., including subject cards and other secondary entries) for their holdings.
5. They are normally staffed by professional librarians.
6. They maintain, as far as possible, a full schedule of open hours.
7. Cards in the main catalog for their holdings are generally stamped with location marks.

Six of the existing libraries were designated as branch libraries, since they conform fairly well to the above criteria: Biology, Music, Engineering, Mineral Sciences, Education, and the Lane Medical Library.

The criteria for departmental or working libraries are in large measure negatives of those given above:

1. Departmental libraries are limited to the most frequently used works in their fields and are restricted in size.
2. They are not indefinitely cumulative. Older and less used materials are transferred to the main stacks or to a branch library.
3. Only those acquisitions specifically requested are sent to them. Such requests may come from a faculty member or a divisional librarian, and may refer to new purchases or to books already in the main library.
4. Normally only an author catalog and shelf-list are provided.
5. Non-professional assistants, part-time graduate students, or departmental secretaries may supervise departmental libraries, under the direction of members of the divisional staff.
6. Departmental libraries may operate on restricted schedules of open hours, de-

pending on the needs of the faculties which they serve.

7. Cards in the main catalog for their holdings are not stamped. Books are charged to them from the Circulation Division and are considered loans from the main library. This insures mobility and ease of handling.

In practice a third class of library is recognized, the permanent special collection. This is usually a static or slowly-growing library, often endowed, which by the terms of the founding gift or for some other strong reason is likely to remain forever separate from the rest of the collections. The Felton Library of English and American Literature must legally remain a separately-housed reference collection. The library of the Hopkins Marine Station at Pacific Grove is about 100 miles from the campus. It is heavily endowed and must be used for research in marine biology. While it is not a branch library by definition it will therefore remain a separate special library.

It should be emphasized that the criteria for branch or departmental libraries as they are listed above cannot be rigidly applied in every case. They do in a general sense express a pattern and outline a set of objectives, and in the case of a new library they define the essentials of its organization according to the type of library it is intended to be. A decision on the latter point must take into account the financial support available, the subject field to be covered, the existing libraries in related fields, and all other considerations which might affect its operation and its relationship to the rest of the Stanford Libraries.

### *III. The Establishment of New Libraries*

One of the principal causes of disorganization pointed out in the Stanford survey was the unregulated and unauthorized growth of special subject collections, some-

times through gifts and under restrictions which had never been accepted by the library. In some cases their very existence was unknown to the central library administration for years. These collections were often unsystematically built, poorly cataloged—if at all—and without any effective supervision. They had no defined relationship to the rest of the libraries. The processing which some of them needed was a serious drain on library resources after the divisional consolidation, because of their considerable size and the faulty records resulting from lack of professional attention. Their financial support was often uncertain and came from various sources—supply and expense budgets, endowments, transfers from gift funds, expendable gifts, special university grants, or the library budget. In at least one case student fees were used. It was virtually impossible to isolate library expenditures from other categories of departmental accounting.

When a new library was proposed it was considered essential that it be established on a solid financial basis, with proper bibliographical and business records, under competent professional supervision, and with a definite plan regarding its size and scope. In order to insure this a code of regulations was drawn with the approval of the Faculty Library Committee and the president of the university. The essentials of this code are as follows:

1. Any department may establish with the approval of the director of University Libraries a departmental library as a service point of the main library, conforming in general to the seven criteria outlined for such collections. The purpose, content, and size of these collections will be subject to review each year by the director. No specialized staff will be provided, although arrangements must be completed and funds made available for student or other help to attend the library and make the books readily available for at least seven hours each day

Monday through Friday, and three hours on Saturday, except during vacation periods. In effect, the books in these libraries will be on loan from the main collection and therefore must be kept accessible to the whole university constituency for a reasonable time each week.

2. Branch libraries may be established, or departmental libraries may become branch libraries, with the approval of the director of University Libraries, the Faculty Library Committee, and the president. In general they will operate according to the criteria set up for such collections.
3. All general university funds and restricted gift funds earmarked for departmental library purposes will be assigned to the budget of the University Libraries. In addition, all books and other library materials given to the departments will be assigned to the custody of the University Libraries. Any terms or conditions restricting the disposition of gift funds or materials will be referred to the director of University Libraries for approval by him and by the president's office before the gifts are accepted.

These provisions are primarily concerned with administrative arrangements. In practice, faculty and library opinion regarding further dispersion of the collections is very influential in discussions regarding special libraries. The plan for remodeling the main library—still in the paper stage—will allow the organization of certain subject reading rooms which should largely eliminate the need for new special libraries and perhaps make possible the absorption of some smaller ones now in existence.

As the chart shows, the physical and biological sciences are well equipped with special facilities and the only new proposals in these fields have involved small laboratory collections. Of the components in these two divisions only the Engineering Library is in the main building, and lack of space as well as considerations of distance

will prevent any major consolidation unless a unified science library is built at some point convenient to the faculties in these subjects.

The humanities and social sciences are much in need of better library facilities and will receive first consideration in the development of building plans for the main library. These two divisions are as yet administrative conveniences rather than coordinated groups of closely related libraries. The probability that there will some day be adequate reading rooms and better coordinated acquisitional and service programs for these divisions must be an

important factor in determining whether new special collections shall be permitted to grow outside the main library in subject fields which they cover.

It is too early to assert that the existing arrangement of divisions and the stipulations regarding special libraries represent a final stage in Stanford's thinking. It can only be said that they have up to this time been effective in combating some of the most serious weaknesses noted in the survey, and that within their framework there seems to be the possibility of an orderly and effective development of Stanford's collections and services.

## Expanding the Card Catalog

(Continued from page 245)

prompt action. If this is done, there will be less to catch up on at the time of the move. At this time, there should be, nevertheless, an automatic inspection of trays, with elimination of any trays that are defective in body of the tray, label holder, or handle. These should be sent out regularly for repair as the work progresses.

A sufficient supply of label holder screws should be on hand, and any that turn without gripping should be replaced. In order to be effective, a replacement screw must be larger than the one replaced; old screws from the catalog should not be used under any circumstances. Our carpenter shop has been helpful in determining the size of screw needed, as well as being the source of supply.

Bent rods should be straightened; this can be done easily with a little practice. For this catalog, a supply of nuts and bolts is needed to fasten in the metal square at the back of the tray that frequently becomes detached. An extra supply of the metal part should be on hand to replace any that have been lost.

### *Method for Complete Transfer of a Catalog*

The complete transfer of an old catalog to new equipment is in some ways less of a problem than the process of expansion. Such a procedure was experienced here when the move from Low Library to the present building took place. The planning followed the method related above, but tray contents for the new catalog were indicated by upright cards inserted at appropriate points in the original catalog. These cards carried the label statement in each instance. This preliminary work consumed a month of the time the moving of the book collections was under way. During that time, labels were made and put in place in the new catalog. When the time came for removal of the catalog to its new quarters, the process was one of simple transfer of tray contents and consumed only a few hours. It is not recalled that the catalog was used in transit, although tradition has it that encyclopedias were consulted en route. In any case, catalog trays were out of use for a brief time only.

# Brief of Minutes, Association of Research Libraries, January 26, 1952, Iowa City

THE 38TH meeting of the Association of Research Libraries was held in Iowa City, Iowa, on January 26, 1952, in connection with the dedication ceremonies for the new library building at the State University of Iowa. Three sessions were required for the 38th meeting of ARL, all being held in the historic Old Capitol building.

## FIRST SESSION

### Newspapers on Microfilm

A new edition of *Newspapers on Microfilm* was reported in progress. The original 1948 edition was published by ARL.<sup>1</sup> The new edition is to be published by the Library of Congress and will be based in part upon the records accumulated in the Microfilming Clearing House at LC. Mr. Schwegmann of LC plans to complete the editorial work before June 30, 1952.

### Farmington Plan

The Farmington Plan, whereby ARL members in cooperation seek to get into the country and have centrally recorded one copy of each book of research importance, was presented by Mr. Metcalf. He recalled that after the last two meetings he had been directed to prepare a simplified classification that might be used for a concentration of Farmington receipts among some 25 large libraries. His investigation of this problem not being complete, he was asked to continue the study.

A thorough discussion followed on the problem of so-called "minor languages," and whether materials from "minor language" countries should be distributed according to subject classification (the original concept of the Farmington Plan) or whether, because of language and cataloging difficulties, these materials should be sent to a single library. The suggestion to handle materials in some of the less widely read languages by ignoring the subject classification was rejected.

<sup>1</sup>On sale for \$2.00 by Dr. C. W. David, University of Pennsylvania Libraries, Philadelphia, Pennsylvania.

In further discussion, it was revealed that approximately 17,000 books had been received by Farmington Plan libraries during the past year, of which at least 50% would not have come into the country without the Plan. No extension of the Farmington Plan to new countries was authorized, although the Committee on National Needs proposed to suggest certain "critical areas" for future consideration, as, for example, South East Asia. Countries included in the Farmington Plan at present are Australia, Austria, Belgium, Bolivia, Denmark, Ecuador, France, Germany, Italy, Mexico, Netherlands, Norway, Peru, Portugal, Spain, Sweden, Switzerland.

## SECOND SESSION

### Manuscripts, Copyright, etc.

Mr. Rice of NYPL raised a question on the implementation of the "Report on the Use of Manuscripts" (see *C&RL* Jan. 1952, p. 58-60) which led directly to a discussion on literary rights and copyright. The Executive Secretary, Mr. David, reported that he had referred to the National Historical Publications Commission the problem of perpetual literary property rights.

Mr. Coney of California then referred to the need for a better understanding of copyright and the rights of libraries or scholars to make copies of copyrighted material. Mr. Shaw of the Department of Agriculture suggested that the issue related primarily to the private use of materials, a use outside the scope of copyright. Private use of copies is permissible but cannot, of course, include republication rights or public uses.

With respect to manuscript materials, it was noted that the courts have to date held that publication takes place when the material has been placed in a public institution. When the person who sells or gives the manuscript to a library is also the owner of both property and literary rights, the manuscript is published and the library is free to use it in any way it wishes. But under these decisions, when

the owner of a manuscript does not own the literary property he has no right to publish it by giving or selling it to a public institution, and if the literary property does not pass to the library with the manuscript the library would continually be violating the common law literary property in such a manuscript by making it publicly available.

#### *Publication and Recording of Dissertations*

Mr. Ellsworth of Iowa presented a report for his committee which stressed (A) that all doctoral dissertations be published, (B) that micropublication was suitable, and (C) that abstracts be made periodically available. The report then recommended that ARL members join an enlarged *Microfilm Abstracts* program, with participation possible on different levels, according to the method in which micropublication was handled. In support of the committee report, Mr. Ellsworth remarked on the desirability of using an existing organization (University Microfilms) and an existing abstract journal, particularly as they assured speedy publication and bibliographical control. In the discussion that followed, the costs of the *Microfilm Abstracts* service were sharply attacked. The program was also seen to be, in a sense, a duplication of *Doctoral Dissertations*, a successful ARL bibliography for many years. A motion to adopt the report was carried, however. An investigation was also asked for a cumulative index to *Doctoral Dissertations*.

#### *Safeguarding Library Materials in the Event of War*

Mr. Rice of NYPL stated that a committee of the CNLA is at work on this matter and that suggestions for local action will soon be forthcoming.

#### *Exports to Russia and Other Countries Under Communist Control*

Recent relief granted by the Department of Commerce permitting licensed exportation has made committee study and action unnecessary.

#### *Microfilm Lending*

Mr. Lyle of Louisiana presented a report for his committee, as follows:

#### *Policy on the Interlibrary Lending of Microfilm*

The Committee on the Interlibrary Lending of Microfilm favors a liberal policy of microfilm lending. The principal provisions of such a policy are set forth below. It should be borne in mind that any one provision listed below is subject to the limitations implied in the other provisions.

1. The conditions of loan set forth in the proposed revision of the ALA Interlibrary Loan Code under *Part I: Principles and Policies* should apply to the interlibrary lending of microfilm. Specific reference is made in *Part I* of the Code to the purpose, responsibilities, expenses, and duration of interlibrary loans.

2. Positive microfilm should be lent freely and without restriction.

3. Negative microfilm should be lent provided the lending library owns the original, or has easy access to the original for rephotographing, and provided the original is not so fragile that re-photographing would damage it. Extreme care should be exercised in handling negative microfilm.

4. Microfilm of manuscript material owned by another library should not be lent without the permission of that library except in instances where it is quite obvious such permission is unnecessary. The use of such material should be subject to the conditions imposed on the borrowing library by the report of the Committee on the Use of Manuscripts.

5. The requesting library is required to name in the first application for a loan of microfilm the type of microfilm reading equipment it has available for use. Microfilm should be restricted for use in the building where suitable equipment and supervision are available for its use.

6. The minimum unit of loan will be one reel. Not more than four reels should be requested at one time.

Upon motion, the report was adopted as a statement of policy.

#### THIRD SESSION

##### *Princeton Statistics*

Discussion on the statistics annually assembled and distributed by Princeton was led by Mr. Heyl. It was agreed that the annual report should hereafter be arranged alpha-

betically and should include only those colleges and universities having membership in ARL.

#### *Committee on Bibliography*

Mr. Shaw of USDAL presented a brief report describing the approach to the problem of entry and abbreviation in *Chemical Abstracts*, the reversal of *Biological Abstracts'* policy which resulted in sections of *BA* becoming available again on library subscription, and a proposal for a research grant in bibliographic communication.

#### *Committee on Serials*

Mr. Brown of Iowa State College introduced the report of his committee by remarking on the increase of journal subscription rates. French technical and scientific journals may cost 50% more in 1952 than in 1951. English and American prices for scientific and technical journals were estimated to be 25% higher in 1952 than in 1951. The prices for 1953 will be further increased.

The practice of some publishers in charging libraries a rate higher than that charged individuals has been observed by the Committee. Some publishers are setting U.S. subscription rates higher than rates for other countries. Strong protests have been made against these discriminations.

#### *Chinese Imports*

Mr. David announced that the Treasury Department has been receptive to his request that 13 libraries be permitted licenses to import Chinese books. Complete information on procedure was expected soon.

#### *Henry Silver*

Having learned from Mr. Pargellis of Newberry that the ACLS study on publication costs and Mr. Henry Silver's good work had been terminated, it was moved that a letter be sent to ACLS emphasizing the services of Mr. Silver and the regret of ARL that the important study had been discontinued.

### Danish Microfilming Project

The firm of Arthur G. Hasso in Hellerup, Denmark, has announced a microfilming project for complete files of leading Danish newspapers. This firm has been engaged in an extensive microfilming project for the

#### *Publication of the National Union Catalog, etc.*

Mr. Clapp of LC described the project, soon to begin, of filming the Union Catalog as a security measure. Various proposals have also been made in recent years for the publication of the Union Catalog in printed form. Preliminary studies on cost and form have been made by LC. The possibilities of publication are now ready for study by a joint committee of national library organizations.

LC has also started work which will extend the Slavic Union Catalog (a separate part of the National Union Catalog) to include subject and title cards. The expanded Cyrillic Union Subject Catalog will be completed, according to present plans, in 1953.

The promotion of UNESCO coupons was recommended by an action requesting ALA to submit the matter for ALA Council consideration.

#### *Fulbright Scholarships*

Mr. Clapp, having been in a position to review the applications of librarians for Fulbright awards, remarked on the necessity for well-matured and sound project descriptions. He suggested that ARL members concern themselves with finding good candidates and in giving advice on project descriptions.

#### *USBE and Non-Trade Publications*

A proposal was made by Mr. Wagman of LC and approved that ARL support the experimental use of USBE facilities in the procurement of non-trade publications.

#### *Election of Officers*

Mr. Miller of Indiana was elected Executive Secretary, replacing Mr. David who had served in this post faithfully and efficiently for five years. Mr. David was elected to the Advisory Committee, replacing the senior member, Mr. P. N. Rice.—*R. A. Miller, executive secretary.*

Genealogical Society, Salt Lake City, Utah, in preparing copies of Danish parish registers, census records, military levying rolls, probate records, etc. Details may be obtained from the firm at 4-10 Sundvej, Hellerup, Denmark.

## News from the Field

### Acquisitions, Gifts, Collections

almost one thousand volumes, to form the Marjorie Walter Goodhart Mediaeval Library. The collection, which contains numerous examples from such well-known 15th century printers as Aldus, Jenson, John of Spire, Peter Schoeffer, Stephan Plannk, Zainer, Zel, Ratdolt, Koberger, Koelhoff, Gui Marchand, Jean Petit, Anton Sort, Sweynheym and Pannartz, and numerous others, is particularly strong in theological and philosophical works but includes materials on law, medicine and music as well as contemporary editions of 15th century authors. Among the authors and titles represented are Saint Jerome, Eusebius, Gregory I, Bonaventura, Bernard de Clairvaux, Albertus Magnus, Thomas Aquinas, Duns Scotus, Boethius, Rolewinck's *Fasciculus Temporum*, Columna's *Hypnerotomachia Poliphili*, Savonarola, Justinian, Caesar, Boccaccio, Vergil, Dante, Josephus, Petrarch, and Gafurius' *Practica Musicae*.

Acquisition by the Yale University Library of "the most important Americana find in years" brought nationwide publicity. The Pequot Library Association of Southport, Connecticut, has lent to Yale the collection to which three Southport citizens had contributed to the upbuilding. These included papers signed by Queen Elizabeth I and Kings Henry VII and Henry VIII; a set of autographs of the signers of the Declaration of Independence; Hakluyt's *Principall Navigations*, 1589; a printed letter in Latin by Christopher Columbus describing his trip to the New World, and John Eliot's 1663 translation of the Bible into the Indian tongue. A full account of the "find" appeared in *Time*, April 14, 1952.

The archives and files of the publishing firm of Henry Holt and Company have been presented to Princeton University by the company. Particularly valuable because of the extensive author-publisher correspondence represented, the collection promises to be a valuable source for 19th and 20th century literary research. The Holt company has announced its intention of maintaining the

Bryn Mawr College has received by gift and bequest from Howard L. Goodhart

collection by adding later materials as they become available.

The personal papers of the late Henry L. Stimson have been presented to Yale University. The vast collection of over 60,000 documents covers Stimson's life from his days as a student at Andover and Yale, down through his service as Secretary of State in the Hoover Cabinet, ending in 1933. In accordance with the wishes of Stimson, who graduated from Yale in 1888, the papers were presented to the university by the Henry L. Stimson Literary Trust.

The personal papers of the late William Howard Taft, his father Alphonso Taft, and other members of the Taft family have recently been presented by the former President's children to the Library of Congress as a gift to the nation. Part of the papers have been in the library since 1919, when the former President himself deposited them there. The collection, consisting of some 500,000 items, contains correspondence with figures of national importance. Until January 1, 1960, the papers may be consulted only with the permission of the Taft family. Permission should be requested through the Chief of the Manuscripts Division of the library.

A first edition of the earliest American architectural book written and published in the United States has been added to the Columbia University Libraries. The book, *The Country Builder's Assistant*, written and published in 1797 by Asher Benjamin and containing "new designs in country building and architecture," received wide distribution throughout the colonies and exerted a profound influence on the development of architecture in the United States. In the volume, for the first time, there were designs for specific American use which would be executed by builders in remote areas where architects, as such, were not available.

Bombed, water-soaked, mutilated, and ten years late, the last parcel of a gift from Japan, dedicated to the improvement of Japanese-American understanding, has arrived at the Columbia University East Asiatic Library. The delayed gift, comprising more than 300 volumes representing the last pre-war Japanese thought in the arts, social sciences, and humanities, was made to the

University just prior to Pearl Harbor by the Nichi-Bei bunka gakkai (The Japanese Culture Center of America), which had its headquarters in Tokyo.

The Grosvenor Library, Buffalo, announces the receipt of a substantial bequest from one of its outstanding benefactors, George Nathan Newman, who died July 28, 1951. Over a period of twenty years, Mr. Newman gave the library between 30,000 and 40,000 volumes, chiefly in the fields of art, music, literature, genealogy, and local history, and 7000 phonograph records. Mr. Newman left the library his house and the contents thereof, including approximately 6,000 volumes, an extensive stamp collection and numerous framed prints and pictures. He also left the library approximately \$10,000.00 in cash and an interest in a valuable piece of property in the main business district of Buffalo.

A Lincoln document which provided one of the notable "scoops" of newspaper history has been given to the Cornell University Library. The manuscript, signed in Lincoln's hand, is an engrossed copy of his Emancipation Proclamation freeing the slaves. Its acquisition came with a gift of original Lincoln material from Mr. and Mrs. Nicholas H. Noyes of Indianapolis. The Noyes gift also includes the original manuscripts of Lincoln's Congressional message of 1862 on the abolition of slavery in the District of Columbia, and of part of his final speech in the unsuccessful senatorial campaign of 1858 against Stephen A. Douglas.

Through the generosity of two alumni, one of the long-felt needs of the Cornell University Library has been met by the establishment of a Rare Book and Manuscript Department. An alumnus who wishes to remain anonymous was inspired by the recent discovery of the long-sought diaries of Cornell's first president, Andrew D. White, and encouraged by the fascinating accounts of literary research in Altick's *The Scholar Adventurers*, to make a gift to provide for the first year's operation. Support for continued operation over a period of years from the same source has been generously assured. These funds have been available for the operation and development of the rare book collection, but not for the provision of quarters.

To meet the need of preparing suitable

space in the library building, another donor, Victor Emanuel '19, gave support. This made it possible to install air-conditioning for two floors of stack, provide additional steel shelving, paint where needed, and make suitably secure the whole area used to house the rare books.

One of Louisiana's better known private book collections, consisting of more than 3,000 volumes, has been presented to the Howard-Tilton Memorial Library at Tulane University. The collection, bequeathed to Tulane by the will of the late Mrs. Mary Thomas Duncan of Alexandria, La., consists primarily of historical and legal materials and is especially strong in Louisiana and southern historical volumes. It includes early Louisiana and southern biographies and journals, complete files of several outstanding historical journals, and many standard works on regional history. Of special interest are a letter from Edward Livingston, noted Louisiana statesman of the 19th century, several volumes of newspapers published at Alexandria during the Civil War, and original early 19th century legal treatises and manuscripts of southern historical interest.

Aimed at preserving the minutiae which are the key to history, a new division of manuscripts has been started at the University of North Dakota library under the direction of two University history professors. The new division is called the Orin G. Libby Historical Manuscripts Collection, in honor of Dr. Libby, who sponsored the organization of the North Dakota State Historical Society, and for the next forty years served as its secretary, editor, and principal contributor to its publications. The collection of letters, manuscripts, business papers and similar material concerning North Dakota will provide a priceless treasure of source material for studies of the vivid chapters of the state's history. Recent acquisitions have been correspondence of John Burke, governor of North Dakota (1907-1913); papers of Louis Kosuth Church, governor of Dakota Territory (1887-1889); papers of Samuel Torgeson, Grand Forks banker; letters, documents and books from J. M. Gillette, professor of sociology at the university, 1907-1950. The library also holds the papers of Webster Merrifield, president of the University (1891-1909).

Brown University Library has recently re-

ceived a gift of \$100,000 from Mr. and Mrs. John D. Rockefeller, Jr., to establish a memorial to Arthur Moulton Allen, a classmate of Mr. Rockefeller. The present Social Studies Reading Room in the John Hay Library is to be renamed the "Arthur M. Allen Reading Room" and will contain the portrait now being painted at Mr. Rockefeller's direction, and a memorial plaque.

A library institute for in-service training for practicing librarians *Curricula* will be held at Emory University August 4 to 9. The first such program offered by Emory since 1939, the institute is expected to attract about 50 librarians from throughout the South.

The Chicago Undergraduate Library of the University of Illinois has replaced its Reference Department with an experimental Department of Library Instruction and Advisement, which maintains very close relationships with both the Department of English and the Student Counseling Bureau. (See its mimeographed "Proposal for a New Type of College Library Department," a limited number of copies of which are still available on request.)

What are believed to be the first accredited courses in the work of historical agencies were offered last spring at the Library School of the University of Wisconsin, by the staff of the State Historical Society of Wisconsin. Four courses covered the fields of historical records including printed records, private manuscripts and public archives; historical museums, sites and restorations; state and local historiography; and the history and administration of historical agencies. Further details may be had from Miss Rachel Schenk, director of the Library School, University of Wisconsin, Madison; or Dr. Clifford Lord, director, State Historical Society of Wisconsin, 816 State Street, Madison 6, Wisconsin.

Brown University has opened a new photographic laboratory. Buildings The extensive new quarters centrally located on the campus are entirely utilized for the work of the laboratory. Formerly located in a small frame structure at the edge of the campus, the laboratory has now acquired a large three-story building with 22 rooms and a floor area of over 7000 square feet. De-

signed by George C. Henderson, director of the photographic service for the past five years, the new laboratory is completely furnished with all modern equipment required to handle work in many fields of photography.

Dedication of the new library of the State University of Iowa took place on January 25-26. Addresses on the first day included one on "The Student and His Reading" by Dr. Stanley Pargellis of the Newberry Library, and a discussion of the university library's place in teaching and research by Dean E. T. Peterson, director of libraries, R. E. Ellsworth, and Prof. John E. Briggs. The second day was devoted to seminar discussions on: "Human Relations Area Files Problems," "Library Architecture and Building Planning," "Special Collections and Rare Books," "Library Implications of General Education Programs," "Micropublication of Dissertations."

The book collection at Southwestern College, Winfield, Kansas, was moved into the new library building early in the year. The new building is a two-story structure, modern in design. In addition to the open shelf capacity of the reading rooms there are four levels of stacks. The reading rooms are efficiently lighted by using a combination of fluorescent ceiling lights and sealed-beam spots recessed into the ceiling.

The \$850,000 air-conditioned William Allen White Memorial Library on the campus of Kansas State Teachers College of Emporia was dedicated at special ceremonies April 21-22. Modern in design the building is a four-story structure with red brick and stone exterior. Interior features include both natural and fluorescent lighting, forced air ventilation, large glass areas and no solid partitions. The building has a ground area of 20,000 square feet, outside dimensions of 142 x 146 feet, a seating capacity of 800, and shelving capacity for approximately 200,000 volumes.

The dedication and informal opening of the enlarged library building at the University of North Carolina, Chapel Hill, took place on April 18.

The University of Minnesota Library has opened a freshman-sophomore library in an attempt to serve the undergraduate library needs. This library

is the beginning of a plan to bring the undergraduate closer to the materials he must deal with all through college. At the moment the emphasis is on the social sciences. In the future, however, the humanities and the natural and physical sciences will be included. Everything in the library is pointed at one objective, ease of use and withdrawal of books.

All the stacks are in the middle of the reading room, open to all parts of the room, and students browse through them freely. The entire book collection in the reading room is of the self-service type. The shelving arrangement is somewhat unique at the university. The major breakdown is by the main teaching departments served, such as political science, English, etc. Within each group to each book is assigned a circulation number which also serves as a location symbol for the shelf.

At Brooklyn College Library lists of new acquisitions are being prepared by using IBM, the Multilith machine, and punched cards. The cards, punched for new books as they arrive in the library, are first arranged by subject on an IBM sorter. They are then run through and IBM accounting machine which transfers the punched information in list form to a Multilith stencil at the rate of 60 titles per minute. The time and labor saved by utilizing machines will make it possible to issue a list of new books each month.

Cornell University has announced the creation of a central university archives to collect and preserve its historical records. For a first task, the archives organization will assemble and catalog historical material which is already at the university in the collection of regional history, the university library itself and elsewhere. The agency will also establish a procedure for screening records being discarded by various university offices. It will go beyond the campus to seek additional material from alumni, other individuals and additional sources. Both the archives and the collection of regional history will be placed this summer in the new Albert R. Mann Library being completed for the State Colleges of Agriculture and Home Economics.

Dr. George Sarton, emeritus professor of the history of science at Harvard University, has been appointed the A. S. W. Rosenbach

Fellow in Bibliography for 1952 at the University of Pennsylvania. In this capacity he will deliver three lectures on "The Appreciation of Ancient and Medieval Science in the Renaissance." The lectures will be heard Oct. 17, 24 and 31. They will deal successively with medicine, philosophy and mathematics.

The Kansas State Teachers College of Emporia announced the establishment of an annual book award for outstanding contribution to the field of children's literature at the dedication of the new William Allen White Library April 21. The project, to be known as the William Allen White Children's Book Award, will be sponsored by the library and the Kansas State Teachers College Department of Library Science. The winning author, who will be selected by the school children of Kansas, will receive a medal which is to be designed by a Kansas artist. Plans are to make the first award in the autumn of 1953.

Controlling interest in the British Book Centre, New York, has been purchased by Captain I. R. Maxwell, managing director of Simpkin Marshall Ltd., the British book wholesalers. He has announced a vigorous expansion program which is expected to alter the entire character of British book distribution in this country.

Projects planned for the Book Centre are the establishment of an international department which will maintain stocks and accept orders for any foreign publication, a magazine subscription department, a publishing department for scholarly and non-fiction titles (also published by other firms abroad) and the creation of a British Book Club to distribute monthly selections chosen by an Anglo-American board of judges.

The British Book Centre in New York was originally established by B. T. Batsford in 1949. The new president of the BBC is Albert Daub, former secretary, director and general manager of Stechert-Hafner, Inc. and of the Hafner Publishing Company. Ronald Freelander continues as executive vice-president, and Kenneth MacKenzie as secretary-treasurer and sales manager.

The Hon. W. W. Astor, Ronald Tree and Walter Pierre Courtauld, who had interests in the Dunstead Trust and the Centre, continue as minority stockholders.

On the fiftieth anniversary of the publica-

tion of *The Virginian*, May 1952, the University of Wyoming Library opened a memorial exhibition in honor of the book that has become known as the greatest novel of the West that America has yet produced.

Over forty different editions and printings of the novel were on display along with many other interesting items including the original manuscript of four chapters of the novel, given to the University of Wyoming Library recently by the members of the Wister family; two story book dolls representing the Virginian and Molly, given by a friend to Mr. and Mrs. John Hicks when they were married in 1906; several unpublished Wister letters; many photographs of the author; a photostat copy of Owen Wister's first published story "Down in a Diving Bell" which appeared in *Hora Scholastica* for November 1873, the school paper of St. Paul's School, Concord, N. H., etc.

The occasion was also celebrated by presenting a one-half hour radio program over the local radio station, KOWB, about *The Virginian* and its author, Owen Wister. The broadcast included a thirteen minute recording of an interview between Owen Wister's daughter, Mrs. Walter Stokes, and Luther Evans, Librarian of Congress. The song *Ten Thousand Cattle Straying*, written by Wister for the drama version was sung on this program by a member of the Music Department of the University of Wyoming.

Two books have been published by the University of Wyoming Library Associates to help commemorate the first fifty years of *The Virginian*. One book is entitled, *My Father, Owen Wister* by Frances K. W. Stokes and *The Letters Written by Owen Wister to his Mother during his First Trip to Wyoming in 1885*. These letters were not known until recently and they contain much new, valuable information about Owen Wister's first visit to Wyoming. The other book consists of Owen Wister's letters from the Western History Department of the University of Wyoming Library and was published on the Southpass Press, one of the oldest presses to come into Wyoming and now put back into operation by the University Library. Both of these books were released at the time of the opening of the exhibition.

A paper, "Fifty Years of *The Virginian*," was given by N. Orwin Rush, Director of the University of Wyoming Library, at the

opening of the exhibit and has been accepted for publication by the Bibliographical Society of America for its *Papers*.

Professor Edwin T. Martin, *Publications* *Emory University*, is the author of *Thomas Jefferson; Scientist*, a publication of

Henry Schuman (New York, 1952, 289 p., \$4.00). Professor Martin has prepared a careful and interesting story of Jefferson's role in science, a story which has never before been assembled in just this way. Other volumes recently released by Henry Schuman include *Doctors in Blue: The Medical History of the Union Army in the Civil War*, a study based on surgeons' reports, inspectors' observations, soldier narratives and other source materials, by George Washington Adams (235 p., \$4.00); *The Quest for Utopia*, by Glenn Negley, an anthology of 33 imaginary Utopias, 80 per cent of them hitherto unavailable (\$6.75); and Elijah Jordan's *Business Be Damned*, a critique of American business in its relations to the nation's industry, its political and legal structure, and its cultural order.

Two new titles in the Barnes and Noble *College Outline Series* recently received are *Readings in Sociology*, edited by Alfred McClung Lee (439 p., \$1.75), and *An Outline of International Relations*, by George B. de Huszar and Alfred De Grazia, Jr. (339 p., \$1.50). The Lee volume contains 50 readings prepared by 56 social scientists. The Huszar-De Grazia volume includes materials dealing with the United Nations and other international organizations.

The Library Association (London) has issued *The London Union List of Periodicals: Holdings of the Municipal and County Libraries of Greater London*, edited by K. A. Mallaber and Philip M. De Paris (1951, 216 p.) and the *Subject Index to Periodicals, 1950*, general editor: T. Rowland Powel (658 columns, price £5.5.0.). Two new Library Association pamphlets were published in February: no. 9, *County Library Transport. A Report of the Transport Sub-Committee of the County Libraries Section*, edited by F. A. Sharr (64 p., price 7s.), and no. 10, *The State as Publisher, a Librarian's Guide to the Publications of His Majesty's Stationery Office*, by Sidney Horrocks (32 p., price 5s.). The Sharr pamphlet is based on a

1950 study of the use of bookmobiles by English county libraries and includes extensive data on types of vehicles used and on operating methods. Mr. Horrocks' brief guide provides a convenient, clear account of the kinds of official publications issued by the British government, their history, purpose, and present characteristics, together with information about indexes and guides to them, suggestions for arranging them, and an "interim code" for cataloging them.

The American Council of Learned Societies has issued a critique of the report *Education and National Security*, issued by the Educational Policies Commission of the National Education Association of the United States, the American Association of School Administrators and the Executive Committee of the American Council on Education. This brief (5 p.) statement emphasizes the importance of educational programs in the social sciences and the humanities in a national security program and suggests that the original report did not give sufficient recognition to them. The Winter 1952 number of the *ACLS Newsletter* (v. 3, no. 1) is devoted to the annual report of the executive director, *Learning, the Study of Man*.

Columbia University Press has published two important reference titles, *The Columbia Lippincott Gazetteer of the World*, edited by Leon E. Seltzer, containing over 130,000 accurate, up-to-date articles on the places of the world, past and present (\$50), and *Forms & Functions of 20th Century Architecture*, edited by Talbot Hamlin (4 vols., \$75). Mr. Hamlin's work is described as the most comprehensive study on contemporary architecture thus far produced and includes two volumes on types of modern buildings written by specialists in the field as well as the comprehensive study on the structural and aesthetic aspects of architecture largely written by the editor.

William Clayton Bower is the author of *Moral and Spiritual Values in Education*, a guide to the teaching of values in public schools without violating separation of church and state. (University of Kentucky Press, \$3.50).

*Rare Books and Research; Addresses Given at the Dedication of the Department of Special Collections, July 28, 1950*, has been issued by the University of California Library at Los Angeles (53 p., 1951). In the intro-

duction, Dr. Lawrence C. Powell, librarian, reveals the materialization of an idea which he had jotted down years before in a ten-cent notebook: a research center of special materials for UCLA. The attractively printed pamphlet contains the following addresses: "Rare Books and Research in the Humanities," by Majl Ewing; "Remarks on Rare Books," by Henry R. Wagner; "The Collector of Rare Books," by George L. Harding; "Rare Books and Research in History," by John Walton Caughey; "Rare Books in a University Library," by James T. Babb; and "The Prevalence of Riches," by Neal Harlow. All librarians should enjoy this contribution to the literature of book collecting and research.

*Early English Books at Georgetown* has been prepared by John Alden, assistant librarian at Georgetown University, in an effort to remedy the unavoidable omission of Georgetown's holdings from Bishop's *Checklist of American Copies of "Short-Title Catalogue" Books*. While the number of titles recorded is not large, of five no other copy is to be found in the United States; of eight others only one other copy is recorded; and of eleven, only two other copies are known in this country. A few copies are available for free distribution to institutions and individuals requesting them.

*The American School Library Directory: Part I—The South* has been published by the R. R. Bowker Company (1952, \$15). Lithographed from IBM composition and bound in loose leaf form, Part I records information on 6969 school libraries in 12 southern states, including mailing addresses and all available data on enrollment, grades covered, staff, and budgets for books and periodicals. For each state, city and county system such information as the name of the school library supervisor, per-pupil allotments, minimum standards, and whether the school libraries are operated in whole or in part by public libraries is included. The completed directory will be issued in four parts, one for each major region of the country, and the price of Part I will be applied against the total price when the directory is complete.

Parts 7 and 8 of volume 1 of the second edition of Milkau's *Handbuch der Bibliothekswissenschaft*, edited by Georg Leyh has been issued by K. F. Koehler Verlag, Stuttgart (1950, price 14 DM each).

Two more of the Library of Congress "Departmental and Divisional Manuals" have been published: No. 19, "Disbursing Office" and No. 20, "Order Division." Order from Card Division: No. 19, 40 cents and No. 20, 45 cents. Other recent Library of Congress publications include a new edition of *Library and Reference Facilities in the Area of the District of Columbia*, prepared jointly by the Washington chapter of the Special Libraries Association and the Library of Congress (4th ed., 1952, 153 p.), and *Motion Pictures, 1912-1939* (1256 p., 1951, \$18), the first publication in the cumulative series of the *Catalog of Copyright Entries*. This catalog lists by title 51,112 motion pictures registered for copyright between 1912 and 1939 and includes a name index and a series list. This basic reference volume has been widely reviewed and favorably received in both professional and non-professional journals. A supplementary volume covering the years from 1940 to 1949 is being prepared. These two volumes and subsequent semiannual issues of *Motion Pictures and Filmstrips* in the regular series of the *Catalog of Copyright Entries* will constitute a comprehensive bibliography of United States motion pictures from 1912 to the present.

Three new features have been added to *Maps and Atlases*, part 8 of the *Catalog of Copyright Entries*, the only comprehensive guide to the non-governmental output of maps and related materials in the United States. The new sections which appeared for the first time in the January-June 1951 issue, published early in March 1952, are an index by area and subject, a publishers' directory, and a list of renewal registrations.

The February 1952 issue of the Library of Congress *Quarterly Journal of Current Acquisitions* includes two articles on Alfred Whital Stern and the collections of original Lincoln materials he has given to the national library.

The University Press of Washington (D.C.) has published *Introduction to Africa; A Selective Guide to Background Reading*, prepared in the European Affairs Division of the Library of Congress European Affairs Division (237 p., \$1.75). Intended as a guide to background reading for general readers rather than for scholar-specialists in African study, the selection aims to present a well-rounded, balanced picture which in-

cludes all points of view. Books, pamphlets, and articles included give information on the country, the people, the history, and political, economic, social and cultural aspects of all regions and countries throughout the continent. Informal annotations seek to interpret the issue rather than the individual publication. This guide is a counterpart to a survey on Europe compiled by the European Affairs Division in 1950. It also marks the first entrance of the University Press into the book publishing field.

The 27th edition of the *Blue Book of 16mm Films* recently issued by *The Educational Screen* (172 p., \$1.50) describes more than 7000 non-theatrical films available for use by schools, churches, industrial and community organizations. Full data is given on sound, color, length, TV rights, original source and chief national distributors. The basic arrangement is by subject with an alphabetic index to facilitate location of films by title.

The Microcard Foundation, Middletown, Conn., has issued No. 8 of *The Microcard Bulletin* (February 1952). This issue is the "Third Annual Consolidated Catalog of Microcard Publications," and includes the works available from 19 different publishers. Titles are arranged by Dewey classification numbers. Among the titles listed are the first 50 volumes of the *Library Journal* and C. H. Melinat's thesis, "The Administration of Interlibrary Loans in American Libraries."

Two charts useful for permanent library display have been published by the Van Allyn Institute, P.O. Box 227, Burbank, California. *The Librarian's Visual Aid Chart*, available in three sizes and in single or full color, is a schematic diagram of the Dewey Decimal Classification which can be utilized as a guide-chart to shelving arrangements in a particular library. *A World's Great Books Chart* (17" x 22") illustrating in chronological order 117 great books and giving a concise description of what each book is about is available in one color at \$2.50, or in full color for \$5.00. Other library aids obtainable from the Van Allyn Institute include a filmstrip on teaching the use of the *Readers' Guide* (40 frames, \$5.00) and a full-color, 14-minute, 16mm sound film, *Keys to the Library*. The color film is priced at \$120, but black-and-white prints are available at \$65.

*Readings in Ethical Theory*, edited by Wil-

frid Sellars and John Hospers (Appleton-Century-Crofts, 707 p., \$5.00) is a collection of important papers and other readings intended to provide a "balanced and first-hand account of the theoretical controversies that have developed in ethics since the publication in 1903 of Moore's *Principia Ethica*." Topically arranged, the selections include material from the writings of Bertrand Russell, George Santayana, John Dewey, G. E. Moore, A. C. Ewing, C. D. Broad, Sir David Russell and others. A six-page bibliography of suggestions for further reading is included.

The Department of State has issued *Our Foreign Policy 1952* (General Foreign Policy Series 56, 78 p., 25 cents) which describes the steps which the U.S. government is taking to meet major international problems. This summary was prepared at the suggestion of President Truman to tell the people how U.S. foreign policy is made, what it is, and how it works. Copies are obtainable from the Superintendent of Documents, Washington 25, D.C.

College and university libraries having archival and manuscript collections will be interested in the *Report of the Ad Hoc Committee on Manuscripts* of the American Historical Association which appears in the association's annual report for 1950, pt. 1, p. 64-71. The result of a two-year study of "the arrangement and use of recent large collections," this report summarizes current "good" practices under the headings of arrangement, guides, acquisition policies, physical protection, qualifications of users and restrictions on the use of the content of manuscripts, facilitation of the use of collections, and protection of the researcher.

In addition to the usual report on the condition of the library, the *Annual Report* of the librarian of Temple University for 1950/51 includes some interesting statistics on space available for the growth of library collections in the Philadelphia area and comparative data on the size and composition of the library staffs in twenty college and university libraries. Compelled to seek some solution to the overcrowding in Sullivan Library, Mr. Hausdorfer undertook a study of library stack space available for expansion in other libraries in the Philadelphia metropolitan area to determine whether other institutions might not have a similar problem.

The pressing need for some kind of co-operative storage seems apparent from his report that 31.8 per cent of all libraries in that area are already critically short of space and that within two years, acute shortages of space will be felt in nearly 64 per cent of the Philadelphia libraries. Hausdorfer's figures on the size and composition of library staffs gives rather detailed comparisons of total staffs and parts of staffs assigned to major activities within library systems and should be of interest to other librarians who might wish to compare their own staff distribution with that in other institutions.

The second edition of Lucyle Hook and Mary V. Garver's manual *The Research Paper: Gathering Library Material; Organizing and Preparing the Manuscript* has been published by Prentice-Hall (85 p., \$1.30). Intended as a handbook for the use of an undergraduate student who is preparing a research paper for the first time, the manual includes an extensive section on using library tools, and offers guidance, with examples, for the preparation of a working bibliography, making outlines, taking card notes, and writing the paper. A sample research paper is included.

The External Research Staff of the Department of State presently is developing a consolidated catalog of non-government research-in-progress in the social sciences on foreign areas and international problems (excluding U.S. foreign policy and relations with other countries). The catalog is designed to provide a comprehensive guide to research that is not systematically cataloged anywhere else in the U.S. It includes both research in progress and research completed but not yet published. Developed from lists published in various professional journals, contributions from individuals and groups who recognize the value of having their research reflected in the catalog, and from personal contacts of members of the External Research Staff, the catalog is limited primarily to the research of university faculties and graduate students. Begun in March 1951, the catalog now records approximately 2000 research projects underway or completed. Information included in the catalog is available to any scholar who can use it, and the External Research Staff, Room 602, State Annex No. 1, Department of State, Washington 25, D.C., invites all scholars to contribute information

on their own research. Thirteen of the research lists planned by the staff have been published, each dealing broadly with the research concerned with some particular geographic area. Periodic supplements are planned to keep the lists up to date.

A *Handlist of South African Periodicals* current in December 1951, superseding an earlier list published in 1946, has been published by the South African Public Library (Grey Bibliography No. 5, 54 p., price 3/6). Compiled by C. Daphne Saul, the list is arranged by subject and is provided with a title index. Information is given on publishers, price and frequency and the list provides a convenient guide to approximately 600 periodical publications.

St. Catharine Junior College, St. Catharine, Kentucky has published *The Catholic Book-list, 1952*, an annotated bibliography of Catholic reading chosen to guide the recreational and instructional reading of Catholics. The list was edited for the Catholic Library Association by Sister Stella Maris. Copies are available from St. Catharine Junior College at 75 cents each.

*Wage Policy in Our Expanding Economy*, a report prepared by the Department of Education and Research, Congress of Industrial Organizations (60 p., 50 cents), includes extensive statistical data relevant to general trends within the national economy.

A direct appeal to American business to bring to higher education the added financial support it requires is the substance of a memorandum report, *Higher Education and American Business*, prepared by the Commission on Financing Higher Education (37 p., free). According to the commission's report, an additional \$200 million in financial support is needed if higher education is not to be hurt by inadequate funds. Suggested avenues of support which business corporations might explore are discussed and the scholarship program of the Ford Motor Company Fund is outlined as an example of one type of support program which is in actual operation. Columbia University Press has published another report submitted to the commission, *Government Assistance to Universities in Great Britain*, prepared by Harold W. Dodds, Louis M. Hacker, and Lindsay Rogers (133 p., \$2.50). Each of these three papers discusses aspects of the British government's financial support program for British universities which has

been operative since the First World War.

The *Junior College Directory, 1952*, containing the latest official information on junior colleges in the United States is available from the American Association of Junior Colleges, 1785 Massachusetts Avenue, N.W., Washington 6, D.C. Price \$1.00.

Three addresses by Amy Winslow, Clarence Graham, and Luther Evans are included in *A Symposium in Public Librarianship*, published by the University of California School of Librarianship (\$1.25). These lectures were delivered at the Berkeley and Los Angeles campuses in May 1951 during the symposium which was held to commemorate the centenary of the American public library. Miss Winslow's talk deals with the Enoch Pratt Free Library and its place in the life of Baltimore. Mr. Graham analyzes the potential of new forms of library materials, new methods, techniques and devices, and new concepts of library service in vitalizing public library programs, and Dr. Evans discusses the importance of free libraries in building a free world.

A new one-reel 16mm sound film, *Using the Scientific Method*, has been prepared by Coronet Films, 65 E. South Water St., Chicago, Ill. Available in color (\$100) or black and white (\$50), this film presents the scientific method in the context of an everyday problem. Beginning with the definition of the problem, the story shows the steps in the procedure: collection of information, formation of a hypothesis, the experimental testing of the hypothesis and retesting the results obtained. A complete catalog of Coronet Films featuring descriptions of 423 16mm sound instructional motion pictures is available free upon request to the company.

The first number of a new quarterly publication, *Southern Asia: Publications in Western Languages, a Quarterly Accessions List* has been released by the Library of Congress. Designed to supplement the Library's current accessions lists for Russian and East European materials, the present list is sponsored jointly by the Library and the Joint Committee on Southern Asia of the American Council of Learned Societies and the Social Science Research Council. Subscriptions at \$2.00 per year, or single copies at 50 cents are available from the Card Division, Library of Congress, Washington 25, D.C.

(Continued on page 272)

## Personnel

JAMES H. RICHARDS, Jr., has been named librarian of the Carleton College Scoville Memorial Library. Mr. Richards assumed



James H.  
Richards, Jr.

Conn. During the war, he was instructor, adjutant and classification officer, battery commander, and frontline liaison officer. He was twice awarded the Bronze Star Medal, has the Purple Heart and Army Commendation Medal. After the war, he attended the School of Library Service at Columbia University where he earned the B.S. degree.

In 1947 Mr. Richards went to Earlham College in Richmond, Indiana, where he served as library consultant for a year and librarian for two years. During this time he also served on the Action Committee of the Indiana Library Association, as secretary of the College and University Libraries Round Table of the Association, and was chairman-elect when he left Indiana to be assistant librarian of George Washington University in Washington, D.C.

The Carleton library has collections totaling more than 155,000 volumes and ranks among the foremost of the trans-Appalachian college libraries. It is the largest academic library in Minnesota other than that at the state university.

Carleton has prospects and architectural plans for a new library building that will better meet the college's needs. Preparations for this major step in the Carleton library's development will assume an increasingly important role in Mr. Richards' work in Northfield.

MELVIN J. VOIGT has been appointed assistant librarian at the University of

California at Berkeley, effective July 15, 1952.

He assumes the position vacated by Douglas W. Bryant, who has just become administrative assistant librarian at Harvard.

Though Mr. Voigt has spent the last twenty years east of the Rocky Mountains, he is a Californian, born in Upland on March 12,

1911. He attended Chaffey Junior College, graduated with a major in mathematics from Bluffton College, Ohio, and received a B.L.S. in 1936 and an M.L.S. in 1938 from the University of Michigan. While working toward these degrees, he was employed in the Physics and Astronomy Libraries at Michigan, first as assistant and then in charge. In 1938 he became assistant classifier in Michigan's General Library, leaving this position in 1942 to accept appointment as director of the Library and Publications Research Department for General Mills, Inc. of Minneapolis. There he reorganized the library into an up-to-date technical research service, initiated publication of a library research bulletin, and organized a council of Twin City librarians. His present position at the Carnegie Institute of Technology dates from 1946, when he became librarian and associate professor of library science (promoted to full professor in 1950). In addition to his work at the Institute, Mr. Voigt teaches on a part-time basis at the Carnegie Library School in Pittsburgh, and as visiting professor gave a course in scientific documentation at the University of Michigan last summer.

He is president of the Pennsylvania Library Association and the author of a number of articles appearing in professional journals. At present he is preparing for publication two articles based on papers given at recent meetings of the American Society for Engineering Education, and the American Association for the Advancement of Science. He is well-known as the compiler of *Subject Headings in Physics*.

**T**O THE DIRECTORSHIP of libraries at the University of Kansas Robert Vosper brings varied experience gained on four uni-

versity campuses on the Pacific Coast. A native of Oregon and a graduate of its University at Eugene (B.A., and M.A. in classical languages) Vosper added a Berkeley library degree in 1940, and followed it with two years' experience in order and reference work in the University of California Library at Berkeley. His next move was down state to Stanford where he spent another two years as reference assistant.

In 1944 he became head of the acquisitions department in the UCLA Library and for the next eight years he participated increasingly in the dynamic postwar expansion of the Los Angeles campus, being promoted to assistant librarian in 1948, to associate librarian the following year, and serving as acting university librarian in 1950/51 during the Librarian's sabbatical leave. During this time Vosper directed an acquisitions program which saw UCLA more than double its size to nearly a million volumes. In his responsibility for administering a newly established centrally directed branch library system, he worked successively in the fields of engineering, industrial relations, biomedicine and law.

At UCLA Vosper was active also in employee and faculty relationships, serving on key committees of the State Employees Association, as president of the Phi Beta Kappa chapter, and as director of a Men's Faculty Discussion Group. The California Library Association and national library organizations have also benefited from his work on their committees. He also found time to father four children! His wife, a native of Idaho, was an Oregon classmate.

Robert Vosper's professional strength derives from a balanced combination of bookish, organizational, and humane interests. He is a graceful and persuasive speaker, an imaginative thinker, a fluent and versatile writer. The Midwest in particular and the profession in



*Robert Vosper*

general will find in him a tireless pace setter. California's loss is the nation's gain.—*Lawrence Clark Powell*.

**A**NDREW HORN, the new associate librarian at UCLA, is a bona fide product of that institution. Following an early bent for historical study he proceeded from undergraduate status through a 1943 Ph.D. in medieval history at UCLA. From there, following an army interval, he went to Johns Hopkins as assistant professor of history 1946/47, where his interest in libraries crystallized

to the point that he returned west to enter the School of Librarianship at Berkeley. UCLA then called him back, and in the succeeding years he has risen through the library ranks just as effectively and rapidly as he had through the History Department. His first work was in the newly organized Department of Special Collections where his academic experience was put to effective use in the development of archival and mss. programs and in the development of an acquisitions and use program closely geared to the needs of graduate students and faculty. Thus naturally he succeeded his mentor, Neal Harlow, to the Department Headship in 1950 and then to the assistant librarianship in 1951 when Harlow left to take over the U. of British Columbia Library.

As associate librarian he will guide the library's public service program and handle budgeting and personnel matters. Mr. Horn is active in both library and historical societies and writes frequently for both groups. Microfilming and archival development are special interests; last summer he attended the Archival Institute in Washington.

The new assistant librarian at UCLA is Gordon R. Williams, recently assistant chief of Technical Services at the John Crerar Library, and during his stint at G.L.S., administrative assistant to the chief of Readers Services in the University of Chicago Library. Mr. Williams is also a California product,

with an A.B. and graduate work in psychology at Stanford. In the UCLA tradition he is a thorough-going bookman, with two years' experience at Paul Elder's Bookstore in San Francisco, part of the time as assistant manager, and then four years as manager of Brentano's in Los Angeles, following on naval service. A brief pre-professional stint in the UCLA library was enough to send him on to G.L.S., from which he now has his M.A., and then back to his new appointment. His several talents will be put to use for he will be responsible for acquisitions and cataloging and for the Branch Libraries, which are dominantly in scientific and technical fields.—*Robert Vosper*.

CARLYLE J. FRAHEY has been appointed assistant librarian at Duke University succeeding the late Robert W. Christ and will assume his duties there early in September.

A graduate of Oberlin College, Frahey worked for several years as a non-professional assistant in the catalog department of that library prior to entering the army in 1942. Following four years' service with the Air Force in which he served as a weather forecaster, a public relations specialist, and an historical officer, he completed his professional degree at Columbia in 1947, and worked for three years as a cataloger in the City College Library, New York. He returned to Columbia in the fall of 1950 as research assistant in the School of Library Service, assisting Dr. Maurice F. Tauber. He completed work for the M.S. degree in June 1951. Most recently he has been completing the residence requirements for his doctorate and teaching introductory courses in bibliography, technical services, and organization of materials at Columbia. He is presently a member of the summer session faculty at that school.

Frahey's interests, training and experience have been chiefly concentrated in the technical services where he had been concerned with the use of the catalog, subject headings, and



*Carlyle J. Frahey*

management and administration of technical service activities. He has been assisting in the assembling of materials for a revision of *The University Library*, by L. R. Wilson and M. F. Tauber.

Frahey is a member of Phi Beta Kappa, American Library Association, Association of College and Reference Libraries, the Division of Cataloging and Classification, the New York Library Club, and the New York Regional Catalog Group. He has served as a member of the Division of Cataloging and Classification Committee on Constitution and By-Laws and was a participant in the pre-ALA Conference Institute at Columbia this summer on Subject Analysis of Materials. Contributor of a number of book reviews to professional journals, he is a member of the editorial staff of *College and Research Libraries*.—*M.F.T.*

Dr. LESTER ASHEIM has been appointed Dean of the Graduate Library School of the University of Chicago. Dr. Asheim assumed his duties on May 1, 1952.

The new dean received his Ph.D. degree from the Graduate Library School in 1949. He joined the faculty of the Graduate Library School in that year and assumed the duties of dean of students in January, 1951. Dr. Asheim holds the B.A., B.L.S., and M.A. in English from the University of Washington. He was elected to Phi Beta Kappa in 1941.

Dr. Asheim is the author of *Report on the Conference on Reading Development* and editor of *A Forum on the Public Library Inquiry*. He assisted former Dean Berelson on the volume, *The Library's Public*, and has contributed articles to several magazines and journals. He is currently acting managing editor of *The Library Quarterly*. His fields of special interest are education for librarianship, public library services, and the agencies of popular culture. His doctoral dissertation, "From Book to Film" deals with an aspect of this latter subject.



*Lester Asheim*

Before coming to the University of Chicago, Dr. Asheim had been a regional librarian for the Federal Public Housing Authority, librarian of the U. S. Penitentiary, McNeil Island, Washington, and junior librarian in the Library of the University of Washington. During the war, he served with the Signal Intelligence Branch of the U. S. Signal Corps in Alaska.

**F**ORREST F. CARHART, JR., assistant director of libraries at the University of Denver, has accepted appointment as librarian for the Air Force Human Resources Research Center.

Carhart assumed his new duties at the Center's headquarters at Lackland Air Force Base, San Antonio, Texas, in early June. He joined the Denver library staff in 1949.

The Research Center, with operating units at 14 Air Force bases in eight states, is the largest non-medical, non-material research organization in the United States military establishment. Its over 1000 military and professional personnel conduct scientific studies for evaluation of Air Force personnel and for the improvement of training.

Carhart will supervise operations of a Lackland library which serves the Center's approximately 600 military and professional personnel at that base. The library's facilities also are available to personnel manning the Center's laboratories and field sections at other bases.

Prior to joining the University of Denver library staff, Carhart was head of the circulation department of the Iowa State College library. He previously had been assistant librarian at the University of West Virginia and head of the Mathematics-Economics Library at the University of Michigan.

A native of Sheffield, Iowa, he graduated from Drake University, Des Moines, Iowa, in 1939, and received his bachelor's degree in library science at the University of Michigan in 1941. Two years later he received his master's degree at Michigan.

At the time he accepted the position at Iowa State College, Carhart was president-elect of the West Virginia Library Association.

He is a member of the American Association of University Professors, American Library Association, Association of College and Reference Libraries, Colorado Library Association and the Rocky Mountain Region of the Bibliographical Center for Research.

**J**EAN H. McFARLAND assumes a newly created title, assistant librarian in charge of Service, at the University of California,

Berkeley, effective May 1, 1952. She will be responsible for all Main Library public service departments and seventeen branch libraries.

A native Californian, Miss McFarland was born in Riverside, and is a graduate of Pomona College, Claremont.

Miss McFarland's appointment as assistant librarian in charge of Service follows on almost twenty years of service in the University Library at Berkeley. She was first appointed to a position in Accessions as librarian, junior grade, in July 1930, following graduation from the UC School of Librarianship. With only one break—she attended Columbia University in 1934/35, obtaining a Master's in Economics—she worked in the library until 1943, serving successively in Biology, Reference, Catalog, and the Loan and Shelf Division, of which she was made chief. Beginning in August, 1943, Miss McFarland took military leave to serve as a WAVE officer in the U.S. Navy. She returned in 1946 to become head of the General Reference Service, the position she held when she was made acting head of General Services in November 1949.



Jean H. McFarland

## Appointments

E. Hugh Behymer, librarian of Bethany College, Bethany, N.Y., has been granted a Fulbright Award to conduct seminars and discussion groups in library science in Australia.

William Reed Brandt, assistant librarian of the University Club Library of New York since 1947, became librarian of Ripon College, Ripon, Wisconsin, in March, 1952.

Charles H. Brown, librarian emeritus of Iowa State College, was appointed visiting professor of library science at the Florida State University for the spring semester of 1952.

Charles E. Butler, librarian of the University of West Virginia, has been granted a Guggenheim fellowship for creative writing. He will be in Dublin during 1952-53.

Georgia R. Coffin, formerly rare book room assistant at the University of Illinois Library, has been appointed librarian of the new Rare Book and Manuscript Department of the Cornell University Library.

Frederick N. Cromwell has resigned as librarian of the University of Arizona in order to become director of the U. S. Information Libraries in Spain, succeeding William C. Haygood.

Marshall Fisher is now librarian of the Security-Classified Library of the Research Center, Princeton University.

Francis J. Flood is now assistant professor and chairman of the Department of Library Science at the University of Missouri.

John Forsman has been appointed head of the Reserve Book Room at the University of Southern California, Los Angeles.

Carl J. Frommherz (Columbia '41) has been appointed chief catalog librarian at the Chicago Undergraduate Library of the University of Illinois.

Fred L. Gentner, formerly periodical service librarian at Ball State Teachers College in Muncie, Indiana, has joined the staff of the library of California State Polytechnic College at San Luis Obispo.

Richard J. Hofstad has been appointed circulation librarian of the Riggs Memorial Library, Georgetown University, Washington, D. C.

Isabel M. Holmes has been appointed senior cataloger of the Princeton University Library.

Robert P. Lang is librarian of the New

York State Teachers College, New Paltz.

John R. McKenna has been appointed assistant librarian of Bowdoin College.

Kent U. Moore, formerly head cataloger and assistant librarian of Kenyon College, has been appointed chief of the cataloging division of Southern Illinois University in Carbondale, Illinois.

Charles D. Hickey, formerly in charge of acquisitions at Montana State University, is now acquisitions librarian for the National Advisory Committee for Aeronautics, Washington, D.C. He assumed his new position in July.

Ruben Weltsch was appointed reference librarian at the University of Cincinnati Library on April 1, 1952. Mr. Weltsch was previously reference librarian at Rice Institute (1949-1952).

Max Bissainthe, Director of the Bibliothèque Nationale of Haiti, and a graduate of the School of Library Service at Columbia University, has been decorated and has been elected to the rank of Officer in the National Order "Honneur et Merite," for his outstanding contribution to Haitian culture in producing the *Dictionnaire de Bibliographie Haïtienne*.

Mrs. Maxine H. Wallin has been appointed chief circulation librarian, Agriculture Library, University of Minnesota, St. Paul.

Rudolph Johnson has been appointed acquisitions librarian, Agriculture Library, University of Minnesota, St. Paul.

John Lester Nolan, formerly assistant director of the Processing Department, Library of Congress, is director for library services for the Department of State. He replaces Douglas Bryant, who has been appointed administrative assistant librarian at Harvard University.

Louis Schultheiss, formerly Art & Architecture Librarian, has been appointed chief circulation librarian, University of Denver Libraries, succeeding Melvin Newman, who resigned to take a position as librarian, U.S. Air Force, Mildenhall, Suffolk, England.

Charles Spencer has been appointed reference librarian in the Business Administration Library, University of Denver.

Julian P. Boyd, librarian on leave from Princeton University, has been appointed professor of history, effective in the fall of 1952.

He will relinquish his library post but continues as editor, *The Jefferson Papers*. The sixth of the 52-volume series is ready for the press. Dr. Boyd was a 1952 Guggenheim award winner.

Louis D. Sass of the College of the City of New York Library has been appointed Lecturer in Librarianship, School of Librarianship, University of California (Berkeley) beginning July 1, 1952. Mr. Sass holds A.B. and A.M. degrees from the University of Nebraska and is a graduate of the School of Library Service of Columbia University. He is at present a candidate for the Doctor of Philosophy Degree in the Philosophy Department at Columbia.

Three new staff positions in Yale University's Sterling Memorial Library have been established. James Gordon Kenefick, head of the circulation department and a research associate, has been named to fill a new post of assistant librarian in which he will act as liaison member between the main library and the various collections of technical and specialized books housed in other departments of the university.

Mr. Kenefick will be in direct charge of these collections in the Department of Drama and the School of the Fine Arts. In his relationship to the other departmental collections, he will serve as an adviser and coordinator.

Robert F. Metzdorf, cataloger and former visiting scholar at Harvard University's Houghton Library, has been appointed to the new position of curator of manuscripts. He will also serve as secretary to the editorial committee editing the *Papers of James Boswell*. The appointment is effective August 1.

Mrs. Henrietta T. Perkins, at present acting head cataloguer and reference librarian of the Yale School of Medicine Library, has been promoted to the new post of Assistant Librarian there.

Mr. Metzdorf and Mrs. Perkins have also been named research associates.

Mortimer Taube, formerly deputy chief, Technical Information Service, Atomic Energy Commission, announces the organization of "Documentation, Inc." a new service in the publication, analysis, organization and communication of specialized information, 1832 Jefferson Place, N.W., Washington 6, D.C.

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## Necrology

Reuben Peiss, associate professor at the University of California School of Librarianship, died on February 23, 1952. After distinguished service at Harvard, the Office of Strategic Services, the Library of Congress Mission in Germany and the State Department's Acquisition and Distribution Division, he accepted his professorial appointment at Berkeley in 1950. Mr. Peiss not only had an enviable publication record, notably his *History of Libraries* (1950), a translation and expansion of the work by Alfred Hessel, but he was also known among his friends and professional associates as a ready and critical thinker on his feet and in the classroom. At Berkeley his intellectual qualities won him many friends among other members of the faculty, and his death was as severe a blow to them as it was to the profession at large.—*L.S.T.*

Harold L. Leupp,\* librarian emeritus of the University of California Library at Berkeley, died on February 11, 1952. He served as associate librarian from 1910 to 1919 and as librarian from 1919 to 1945. During his tenure the Berkeley library assumed undisputed leadership among the research collec-

tions of the Pacific Coast; and at the time of his death the quantity (close to 2,000,000 volumes) and quality of the library placed it among the half dozen leading libraries in North America.

Mr. Leupp distinguished himself not only as an administrator but also a torchbearer of the humane tradition of librarianship. In his first annual report he emphasized (in speaking of his predecessor, Joseph C. Rowell, head librarian at Berkeley for forty-four years) "that Method is a poor substitute for Knowledge, and Apparatus for Personality." Nevertheless, in spite of Mr. Leupp's abundant store of knowledge and his distinguished personality, the method and the apparatus that he established at Berkeley set a high standard for his contemporaries.

It would be neither proper nor even possible to attempt to assign Mr. Leupp a particular position in his generation of university librarians. It is safe, however, to assume that future academic librarians will speak with conviction of the twenties and the thirties as the age of the Bishops, the Putnams, the Browns, the Wilsons, the Mitchells, and the Leupps.—*L.S.T.*

Dr. A. S. W. Rosenbach, noted book collector, editor and author, died on July 1, after a long illness.

## Retirements

Mrs. Reba Davis Clevenger retired from her position of assistant librarian, University of North Carolina (N. C. State Agricultural and Mechanical College), West Raleigh, on July 1, 1951, after seventeen years of service with that institution.

Charles M. Baker, librarian of the University of Kansas since 1928, retired on June 30, 1952. Born in Boston, Mass., in 1887, Mr. Baker received the A.B. and A.M. degrees from Harvard and was graduated from the New York State Library School at Albany in 1918. He taught English at Syracuse University and served with the ALA War Service

during World War I. From 1919 to 1928 he was assistant librarian at the University of North Carolina, Chapel Hill. He has served as president of the Kansas Library Association, and he was appointed by the governor of Kansas to serve on the Kansas State Library Survey Commission for 1949-51.

During Mr. Baker's librarianship the holdings of the University of Kansas Library have grown from 210,000 to over a half a million volumes. Full-time staff appointments have increased from twenty-one to forty-one. The library plant has been enlarged by two additions to the library to house offices, reading rooms, and 280,000 volumes.

## Foreign Libraries

Carl Wendel, retired director of the University of Halle (Saale) Library, died on July 16, 1951 at the age of seventy-seven.

André Bovet, for many years director of the City Library of Neuchâtel, died in 1950 at the age of sixty.

Jakob Fellin, retired director of the University of Graz Library, died on August 24,

1951, at the age of eighty-three.

Viktor Burr, formerly of the University of Tübingen Library, became director of the University of Bonn Library on November 1, 1951.

Walter Till, director of the Papyrus Collection of the Oesterreichische Nationalbibliothek, has retired.

## News from the Field

(Continued from page 264)

A. D. Roberts has issued the second edition of *Introduction to Reference Books* (The Library Association, Chaucer House, Malet Place, London, W.C.1, 1951, 214 p., 15s (10s.6d. to members)). In this new edition, Mr. Roberts has included revisions on more than half the pages of the first edition, as well as a chapter on bibliographical works of reference. Three appendices include a "Note on Tracing and Selecting New Works of Reference," "Questions for Practical Work," and "Addenda, July 1951."

*The Nature of Roman Comedy: A Study in Popular Entertainment*, by George E. Duckworth, has been issued by the Princeton University Press (1952, 501 p. \$7.50). Professor Duckworth deals primarily with the works of Plautus and Terence. He analyzes and discusses the plots and characters of the plays, stage conventions, suspense and irony, etc. of the two playwrights. The volume contains a bibliography and detailed index.

*Principles and Practices of Classified Advertising*, edited by Morton J. A. McDonald, has been published in a revised edition under the auspices of the Association of Newspaper Classified Advertising Managers, Inc. (Culver City, Calif., Murray and Gee, 1952, 470 p., \$7.50). The volume, which contains a glossary and illustrations, is a useful reference work on the subject.

Two volumes of American foreign relations have recently appeared. *Documents on American Foreign Relations*, 1950, vol. XII, edited by Raymond Dennett and Robert K. Turner (Princeton University Press, 1951, 702 p., \$6.00) is another in the series being issued under the auspices of the World Peace

Foundation. *Recent American Foreign Policy, Basic Documents 1941-1951* by Francis O. Wilcox and Thorsten V. Kalijarvi (Appleton-Century-Crofts, 1952, 927 p., \$6.50) is an expansion of an earlier volume, *A Decade of American Foreign Policy*, and includes some fifty or sixty documents which cover 1950 and 1951. Brief editorial notes have also been added.

The second edition of a List of *Business Manuscripts in Baker Library*, compiled by Robert W. Lovett, has been issued by the Graduate School of Business Administration, Harvard University (1951, 213 p. \$1.50). The first list, issued in 1932, contained 508 entries; the new edition contains 1,118 entries.

*Cataloging and Classification: An Introductory Manual*, by Thelma Eaton (1951, 113 p., Distributed by The Illini Union Bookstore, Champaign, Ill., \$1.50) has been designed as an undergraduate introduction to cataloging and classification problems.

*The Year's Work in Librarianship*, vol. XV, 1948, has been issued by The Library Association (London, 1952, 281 p., £2., £1.10s. to members). The volume includes reports by regular contributors, in addition to some new ones—A. Shaw Wright, LeRoy C. Merritt, R. W. Pound, P. D. Record, and K. W. Humphreys. Dr. Merritt, of the School of Librarianship, University of California, has written the chapter on "Research in Librarianship." Frances M. Birkett has prepared the chapter on "National and University Libraries." It is hoped that The Library Association will some day issue this useful compilation more currently than it has been able to in recent years.

# Review Articles

## Reference Guide

*Guide to Reference Books.* By Constance Winchell; seventh edition; based on the *Guide to Reference Books*, sixth edition, by Isadore Gilbert Mudge. Chicago, American Library Association, 1951. 645p. \$10.00.

The seventh edition of the *Guide to Reference Books* appears approximately half a century after the first. It is a worthy successor to the volumes which preceded it. When Miss Kroeger inaugurated the work in 1902 she found fewer than 1,000 titles to mention; the last edition to appear under Miss Mudge's name contained about 4,000 entries; Miss Winchell brings the number to approximately 5,500. While the contemporary reference librarian has at his, or her, disposal vastly greater resources than were available a half century ago it is interesting to note that more than one quarter of the works which appeared in the first edition reappear in the seventh, often in the very same form.

Although Miss Winchell inevitably has leaned heavily upon the contributions of her predecessors, hers is essentially a new work. Not only has she added many new titles, far more than the 1,500 which the count would seem to indicate, because of the omission of superseded sources, but she has also made significant changes in arrangement, in the annotations and in the index.

A statistical appraisal of the seventh edition is difficult to make because of changes in the arrangement, the flight to and fro of specific entries between sections, the addition of new titles and the omission of old ones. The section on Bibliography serves to illustrate many of these changes: It is now the first section in the volume instead of the last; it consists of 58 instead of 50 pages; and the entries are numbered A1 to A629 whereas the sixth edition contained approximately 450 unnumbered titles. W. C. Hazlitt's *Bibliographical Collections and Notes* and his *General Index* thereto have been transferred from Bibliography to the Literature and Language section while the *Book Review Digest* has been moved to Bibliography from Periodicals. Several library catalogs have been omitted, for example those published by Magdalen

and Wadham Colleges at Oxford University to describe books published before 1641, presumably because of the existence of Pollard and Redgrave's *Short-title Catalogue*, although that work was included in both the fifth and sixth editions. Under Bibliography: National and Trade, entries are to be found under the name of the country rather than under the adjective therefor, that is, for example, Netherlands is used for a heading rather than Dutch. The new arrangement is reasonable but users of earlier editions will need to become accustomed to the change. A new, and welcome, heading is Bibliography: Selection of Periodicals.

The other nineteen sections of the *Guide* appear to have received similar treatment in content and arrangement, although not all subjects have received, or needed, equal revision. Psychology, now mistress in her own house, has room for twenty-one titles instead of the eight which were allotted to it when it shared space with Philosophy, without even a subheading to identify it. Religion, in nearly the same number of pages, has found room for about seventy titles which were not in existence when the sixth edition appeared. The Fine Arts section has been expanded to more than double the number of pages, which has permitted the inclusion of 125 new, or comparatively new, works, among them some excellent textbooks useful in reference work. Literature and Language, always strong in earlier editions, has been kept very much up-to-date. History occupies almost twice as much space as in the sixth edition while Geography appears to have been slightly curtailed. While the space devoted to the Social Sciences has not been enlarged as much as might have been expected, the number of works which made their first appearance since 1936 is striking. The sections on Science and Applied Science have been greatly expanded and thoroughly revised. In all sections the new annotations are numerous and helpful; many of the old ones have been expanded or entirely rewritten. The index, insofar as it has been possible to check it, seems to be accurate; it certainly is detailed, occupying as it does, almost one fifth of the volume.

Most users of the *Guide* will note omissions which they will regret. Even though Miss

Winchell explains the absence of specific business services it would seem as if a few of them, *Moody's Manual of Investments* for example, ought to have been mentioned; certainly they are in constant demand in most reference rooms. In Mexican national bibliography one misses H. R. Wagner's *Nueva Bibliografía Mexicana del Siglo XVI*; in music one regrets the absence of the *Katalog der Musikbibliothek Paul Hirsch*; among the foreign encyclopedias the modest but useful Finnish work *Pieni Tietosana Cirja* might well have found a place. Old favorites which have disappeared are Alessandro d'Ancona's *Manuale della Letteratura Italiana* and J. J. Lalor's *Cyclopaedia of Political Science* which, though out-of-date, is still useful for early American politics. Most libraries, however, will follow Miss Winchell's advice to keep the sixth edition of the *Guide* available for certain purposes.

Although the general arrangement follows the pattern used in the sixth and earlier editions, and consequently, that of the Dewey classification, some innovations have been introduced. Many periodical indexes and biographies will be found in their respective subject groups rather than according to form as heretofore, so that, for example, the *Industrial Arts Index* now appears in Applied Science and Cattell's *American Men of Science* in Science. The new arrangement is undoubtedly logical although cross references would have helped those whose books are arranged according to the Dewey classification numbers which, incidentally, the seventh edition omits. The change is more likely to be welcomed by teachers of reference in library schools than by reference librarians. Users of the volume will be happy to find that whenever subdivisions by countries are made the United States appears first; for example, in the History section it will be found before Afghanistan rather than between Turkey and Uruguay. Types of reference works under a specific heading follow, with some omissions and variations, the following pattern: (1) Guides and manuals; (2) Bibliographies; (3) Indexes and abstracts; (4) Encyclopedias; (5) Handbooks; (6) Dictionaries of special terms; (7) Annuals and directories; (8) Histories; (9) Biographical works; (10) Atlases; and (11) Serial publications. The twenty sections into which the *Guide* is divided are lettered A to V. The items in each section

are numbered; entries under Social Sciences, for example, appear as L1 to L798. However, late changes in the content of the work resulted in the cancellation of some numbers and the expansion of others by the use of lower case letters a, b, c, d, etc.; there is no L19 but L299 to L299h provide nine works on Political Parties rather than one. The arrangement is ingenious, time saving, and thoroughly satisfactory.

The publishers have provided a volume of unusually attractive format. Pages are substantially larger; the paper is clear and "bright"; the type face used is easily read; the size of the type is distinctly larger than any used in earlier editions of the work; and the detailed running captions at the tops of the pages facilitate the location of subordinate groups under main headings. The inner margins of pages could well have been wider; as they are, manuscript annotations and additions are practically impossible, though a half dozen blank pages at the back of the volume may have been intended to serve the same purpose; rebinding may prove to be difficult when it becomes necessary, as will inevitably be the case, because of the light weight of the cloth which was used on the covers.

In short, the seventh edition of the *Guide to Reference Books* is an accomplishment of the first magnitude. It constitutes an essential bibliographical tool for use in all libraries which maintain any pretense to serious reference work. Even though it may lean heavily upon the work of Miss Kroeger, whose pioneer contribution tends to be forgotten, and even more upon that of Miss Mudge, to whom thousands of librarians and generations of library school students owe allegiance, Miss Winchell has made the present work so much her own that it is fitting that her flag should fly from the masthead; only a sense of dedication of her profession, certainly not hope of pecuniary reward of which there is not likely to be a surfeit, could have inspired her to undergo the vast amount of labor required, even with the help of numerous collaborators whose assistance she so graciously acknowledges.—*Harold Russell, Chief Reference Librarian, University of Minnesota Library.*

[Editor's note: Articles by Miss Winchell on new reference works appear in the January 1952, and this issue of *C & R L.*]

## New Books About the Book Arts

*Die Erfindung des Buchdrucks als technisches Phänomen.* By Friedrich Adolf Schmidt-Künsemüller. (Kleiner Druck der Gutenberg-Gesellschaft No. 48). Mainz, Gutenberg Society, 1951. 124 p. Free to members.

*The Dream of Poliphilo.* Related and interpreted by Linda Fierz-David. Translated by Mary Hottinger. (Bollingen Series XXV). New York, Pantheon (1950). 244 p., 34 illus. \$3.50.

*The Hieroglyphics of Horapollo.* Translated by George Boas. (Bollingen Series XXIII). New York, Pantheon (1950). 134 p., 10 illus. \$3.50.

*The Art of Botanical Illustration.* By Wilfrid Blunt, with the assistance of William T. Stearn. New York, Charles Scribner's Sons; London, William Collins Sons, 1951. 304 p., 46 color plates, 32 plates in black and white, 61 text illus. \$5.00.

*Die Botanische Buchillustration. Ihre Geschichte und Bibliographie.* By Claus Nissen. Volume I: History. Volume II: Bibliography. Issued in parts. Stuttgart, Hiersemann, 1950—Not complete.

*Baroque Book Illustration. A Short Survey.* From the collection in the Department of Graphic Arts, Harvard College Library. By Philip Hofer. Cambridge, Harvard University Press, 1951. 43 p., 149 illus. \$7.50.

*Designing Books.* By Jan Tschichold. New York, Wittenborn, Schultz, Inc. (1951). 21 p., 58 plates. \$5.00.

The books discussed in the following review have been selected because each of them in its own way makes a valuable contribution. Each of them has something new to say to the librarian who is interested in books not merely as a vehicle of information but as the tangible, physical manifestation of spiritual, intellectual and artistic endeavour.

The first of these books, recently distributed to the members of the Gutenberg Society, has perhaps a more specialized appeal than most of the others in this group. It deals with the technical aspects of the invention of printing with movable type. It is a serious and sober discussion, deliberately stressing the practical, mechanical side of early printing at the expense of historic and cultural factors. The usefulness of the book

lies in this concentration. Based upon careful scrutiny of surviving monuments and documents and an equally careful analysis of the vast and evergrowing literature on early printing, it is a contribution of considerable value. The author is not committed to any dogma or to the defense of a particular historic tradition. For this reason one finds here a quite impartial and thorough review of the several technical experiments that were carried on not only in Strassburg and Mainz, but elsewhere in Europe as well. Against this background Gutenberg's contribution is shown as precisely as is possible with the information available today.

The next five books on our list, all in fact except the last item, have one thing in common: They all bring new and sometimes startling insight into the role of the book in what might be called the great centuries of Renaissance culture in Europe between 1500 and 1800. This is all the more surprising since many observers agree that this period has been quite thoroughly explored from many points of view!

The *Hypnerotomachia Poliphilo* of Francesco Colonna, for instance, is known to every lover of fine books as the most perfect realization of the ideal of beauty and harmony in Italian Renaissance printing. Yet, hardly anyone knows what this book is really about, what it meant to the Italians and the Frenchmen who read it and gazed at its pictures so eagerly in the 16th and 17th centuries, and what it still means today. Linda Fierz-David deserves the gratitude of modern readers for having unlocked a hitherto secret treasury of beauty and imagination. Those of us who have an interest in the exploration of the subconscious mind, whether by means of the visual arts, through literature or scientific analysis, will be able to enjoy the skilful résumé and the ingenious interpretations which form the main body of this study. Those, on the other hand, who are interested in Renaissance culture and the means of its projection, will be interested to find how "modern" was the outlook of this Dominican monk, Francesco Colonna, how closely linked is his imagery and literary intent with progressive cultural manifestations which have meaning to people in the twentieth century. This relationship is by no means

apparent on the surface, it becomes clear only after an understanding has been gained of the substance of this work and of the elements which are blended in one in the *Hypnerotomachia*: "the humanistic conception of the revival of classical culture, the courtly conception of the love of women as a task; the alchemical conception of the transmutation of matter." The dream experiences of the hero of this 15th century novel (he is taught to free himself from his obsession with alchemy and medieval courtly love through identification with humanistic culture) are bound up with a specific historic situation in the development of the western intellect; but their literary and pictorial condensation in a great book is of more than historical interest. They convey a sense of oneness in man's struggle to conquer the perplexities and riddles of human existence.

The question of whether the artist should speak only of matters of the broadest public interest and in a realistic idiom immediately comprehensible to every member of a given society, or whether he has the right to choose his message and to communicate it by whatever means he believes to be most effective—this question has become a vital issue in the conflict between totalitarian and democratic society.

The *Hypnerotomachia* is an outstanding example of the use of symbolism in a crucial moment in the development of the western mind. We are beginning to understand that it was not an isolated instance. On the contrary, the employment of graphic images with hidden, symbolic meaning, discovered or rediscovered in the Renaissance, became a main strand in its cultural fabric. At the very moment when man set about to discover and record vast new strata of the physical universe with highly rational methods, it was felt keenly by many that truth was elusive, and that its evanescent spirit could often be reflected more faithfully in the allusive, hidden image. George Boas' translation of *The Hieroglyphics of Horapollo* is an important study of a curious book which has had remarkable influence in the establishment of literary and pictorial images and emblems. It was written in the Egyptian language by Horapollo Millacus and later translated into Greek by one "Philip." The author of the new translation, who is a professor at Johns Hopkins University, describes himself as an

"Iconologist," interested in images as an historian of ideas and of taste. It was as part of the rebirth of platonism that Horapollo caught the imagination of humanist leaders. Willibald Pirckheimer in Nuremberg made a translation into Latin and his friend Dürer drew some marvellous illustrations which Professor Boas reproduces with his English rendering, without however tracing their possible relationship to illustrations in the printed editions of this book.

The rational, naturalistic approach to the recording of the world around us can perhaps best be studied in the history of botanical illustration. Two recent books of European origin deal with this important form of documentary illustration. They show how plant portraits produced in the last two thousand years were not primarily symbolic or individual interpretations, but successive attempts at objective realism. These two books also demonstrate that especially during the great historic age of European bookmaking botanical artists and their engravers and printer-publishers produced breathtakingly beautiful interpretations of plant life. Many of these efforts, not hitherto recognized, belong among the masterpieces of the high art of bookmaking.

As I said in a recent article in *Publishers' Weekly* (Nov. 3, 1951), Wilfrid Blunt's *The Art of Botanical Illustration* is that rare and delightful thing, a work of scholarship which is also a work of art. The other book, Dr. Claus Nissen's *Die Botanische Buchillustration*, is the result of many years of painstaking research by a librarian-bibliographer who is also a trained natural scientist. Both books do full justice to the great age of printed botanical illustration, but they also include surveys of the classical and medieval manuscripts which precede the first printed herbals. They also bring the story to the present time. In the later development, England's share is justly given the place of honor, but the contribution of other countries and the rapidly changing methods of technical reproduction is traced, especially in Dr. Nissen's systematic and comprehensive coverage.

Both these books have one particular value for those librarians who have in their care important collections of books printed before the middle of the nineteenth century: they can be used as guides to the discovery and re-evaluation of scarcely appreciated or perhaps

completely neglected masterpieces in these very collections.

This is true to an even greater extent, though of course for one particular period only, of *Baroque Book Illustration*. In this study Philip Hofer, in charge of the Harvard Library's Department of Graphic Arts, set himself the task of demonstrating that the contribution of the seventeenth century to the arts of the book has been seriously underestimated by almost every authority in the field. There can be little doubt that this claim is justified and that he has produced sufficient evidence to prove this point. The book is based on the author's own collection of about one thousand books of the baroque period, the only systematic attempt to select significant examples from a vast stream of production which has baffled many students by its contradictory stylistic trends and the bewildering variety of its intentions. Philip Hofer emphasizes in his introduction "the sweeping range of emotional content, from religious ecstasy all the way to the most severe self-restraint," which one could also describe as a curious capacity for combining highly imaginative symbolism with the most objective documentation.

The study of the 149 illustrations, superbly reproduced by the Meriden Gravure Company, is an absorbing and richly rewarding experience. Surprisingly few of the books from which these plates were selected have previously been exhibited, described or commented upon. Many of them record contemporary events, especially celebrations and ceremonies of the great rulers of a world in the throes of violent conflict, with brilliant freshness of observation. The architectural and the theatrical tendencies of Baroque illustration are well documented in the plates and commented upon in the introduction. The broad political background of the period and the social forces which sought expression in these monumental graphic arts productions are traced briefly, but with a keen sense for the significant and the essential. The special conditions prevailing in each of the countries which saw important work performed, are described in a series of all-too-short chapters, each devoted to one country or geographical unit.

The book leaves many questions unanswered. Frequently the plates suggest questions of interpretation and evaluation for

which there was no room in the brief descriptions of the reproductions. An adequate answer to such problems would be possible only within the framework of a broad analytical approach to the nature of Baroque illustration. This, however, lay outside the intentions of this work which was planned to serve as a first brief introduction to an unjustly neglected, fascinating field of study. One hopes that the full catalog of the Baroque books in the Harvard collection, which Philip Hofer is now preparing, will offer an opportunity for a further development of many themes which have first been alluded to in the present study. One also hopes for bibliographical references to the studies about some of the artists, printers and patrons of this period which have already been published. There is no one better suited for these important tasks than the author of the present volume.

The interest to librarians of the last item on our list, Jan Tschichold's *Designing Books*, is quite different from the other books reviewed here. This book of one of Europe's most talented and also most articulate book designers is directed mainly to practicing typographers. It is a collection of 58 strikingly beautiful examples of title pages, covers and text pages, distinguished through their remarkable restraint. The art of attaining maximum effects through a minimum of means is demonstrated here with great refinement and mastership. The reproductions are preceded by a brief and simple instruction on how to design a book, followed by what might be described as a "code of fair composition," also brief and simple.

Jan Tschichold's typographic creed is perhaps best demonstrated in his insistence that "first of all a book should display good taste, not what is commonly called personality. Tact, restraint, the conviction that one is subservient to the book and can add something to its appreciation by means of a really pleasing, enjoyable, elegant, practical, even beautiful presentation—these are the true qualifications of a true typographer."

And the librarian? In the bewildering onslaught of sharply competing media, his faith in the book as a central medium of culture, if indeed he holds such a belief, is sharply challenged. Within the realm of the book itself he witnesses the passing of traditional typographic standards. Photographic composition,

offset printing, mass production of cheap reprints, a shift from verbal to pictorial presentation, all these factors seem to spell the doom of the typographic art as a valid expression of intellectual content.

Jan Tschichold's *Designing Books* is a vivid demonstration of the kind of values we stand to lose if we surrender thoughtlessly and without a struggle to forces primarily motivated by efficiency demands and economics. That is one important function of this book. From this follows another one: The loss of these standards is by no means a matter of inevitable necessity. The task of meeting the cultural challenge of mass production lies still much more before than behind us. Such books as Jan Tschichold's are important yardsticks of quality against quantity. Above all, they demonstrate the values that may very well prove capable of transfer or redefinition in mass production, if enough people believe that such a thing is not unimportant. This is a question in which the vote of the library profession carries a great deal of weight.—*Helmut Lehmann-Haupt, New School for Social Research.*

## Library Practice Abroad

*Bibliotekspresent; några synpunkter på bibliotekarbetets organisation och rationalisering.* Ed. by Valter Ahlstedt, Knut Knutsson, Folke Löfgren. Stockholm, Natur och Kultur, 1952. 172p. Sw. Kr. 8.25.

The Bibliotekstekniska Klubben is a group founded in Stockholm in 1943 to bring into open discussion some of the more urgent problems of modern librarianship. The present volume contains six essays, five by Swedish librarians and one by a Danish librarian, which were presented to the club. Four of the contributors are members of the staff of the Stockholm Public Library; and all three of the editors, including head librarian Knut Knutsson, are officers of the same library. There are English summaries of each of the essays on p. 167-172.

The first three essays deal with problems of cataloging and classification. Valter Ahlstedt, an amanuensis at the Stockholm Public Library, writes on "Enhetskatalogisering" ("uniform cataloging" rather than "unit cataloging," as defined in the English summary). Ahlstedt argues for intrinsic uniformity based on the three main functions of the catalog

(entry, description, and location). He frowns on the stern rigidity of codes such as the Anglo-American and the Prussian *Instruktion*, the two most influential, which enforce uniformity rather than encourage it. In his essay on "The Relations between Cataloging and Administration" E. Allerslev Jensen, an inspector in the Danish Directorate of State Libraries, reviews some of the American discussions of cataloging problems during the last decade and studies their applicability to the Scandinavian scene. He argues for simplified inter-Scandinavian cataloging rules with printed cards issued coordinately with the national bibliography (precisely what was started within the last year by the Deutsche Bibliothek at Frankfurt am Main). His contention that cataloging as a technique is subordinate to the basic purposes of the library represents a refreshing viewpoint.

Carl Björkbom, librarian of the Royal Technological University in Stockholm, contributes a study of "Principles of Bibliographical Classification" in which he expounds the virtues of a "synthetic classificatory language" as opposed to natural language. He uses the Decimal Classification as the point of departure for his discussion. He points out that classification is not to be viewed primarily as a scheme for arrangement of books on the shelves but rather as a device for the codification of knowledge (thus making it an indispensable tool in the mechanization of bibliography).

Folke Löfgren, "first librarian" at the Stockholm Public Library, reports on the result of job analysis and work measurement at his library, an operation which resulted in substantial reassignment of clerical and professional duties through reduction of the professional staff and expansion of the clerical staff.

Pertrus Jonsson, an amanuensis at the Stockholm Public Library, examines the peculiarly Scandinavian problem of satisfying the claims of creative writers for a certain subsidy based on the circulation of their books in public libraries. ("The Library Fee Question" is a somewhat misleading translation in the English summary.) In Denmark and Norway creative writers receive a subsidy based on the circulation of their books in public libraries; and while the Swedish Writers' Guild has made similar demands, Jonsson rejects them for an alternative pro-

gram of his own providing for increased subsidies to Swedish authors on a somewhat different basis. It would seem clear that the larger a country is, the less applicable is the demand of an author for a subsidy as reimbursement for free circulation of his books.

The last essay, by Helge Berthelson, an amanuensis at the Stockholm Public Library, deals with the libraries of the Uppsala student corporations (not "fraternities" in our sense of the word, as the author of the English summary translates *nation*). Ranging in size from 2,000 volumes in Gotlands Nation to some 34,000 in Vestmanlands-Dals Nation, these libraries go back to the eighteenth century. Recent proposals include a union catalog (in process) and the establishment of a library of curricular reading to be selected from the present holdings of the corporation libraries.

This first collection of lectures at the Bibliotekstekniska Klubben is at once an informative and a provocative volume, and readers will look forward to the publication of a second series. —Lawrence S. Thompson, University of Kentucky Libraries.

## Punched Cards

*Punched Cards; Their Applications to Science and Industry.* Edited by Robert S. Casey and James W. Perry. New York, Reinhold Publishing Corp., 1951. viii, 506p. \$10.00.

Though the general problem of the organization of knowledge and the specific matter of discovering the ways in which bits of data are interrelated are perhaps as old as recorded history, both have recently become matters of great and pressing concern. As the amount of time and money going into scientific research increases, the failure of conventional methods of literature control gives rise to experimentation with various mechanical devices. This book is a collection of papers on practices and philosophies developed for the most part by scientists who see the punched card as "... opening up new possibilities for coping with the growing mountain of research publication." (p. 9)

Over thirty individuals with first-hand experience in using punched cards or with an interest in them as a possible basis for solving the problem of bibliographic control have contributed to this book. Leading off with a

rather brief but fairly detailed description of the major varieties of punched cards, the editors then have rounded up a group of 14 case histories in a variety of fields, 10 papers on basic issues such as coding, indexing, and classification, and one on future possibilities, and have reproduced as the last section the extensive bibliography previously made available through the American Chemical Society.

As with most collections, the papers vary in quality considerably, and are to some extent repetitious. A few of the contributors approach their subject as though they had discovered both a problem and a solution hitherto unknown. Consequently, some bits of specious reasoning and rather elementary statements of philosophy are included which may amuse or annoy, depending on the reader. Some of the papers included are to be found in other sources, and few of the ideas expressed in the book are unique. However, for either the specialist with a problem to solve, or for the general librarian who proposes to keep informed on recent developments, *Punched Cards* should be of interest. For the specialist, it provides a handbook dealing with such specific matters as the spacing of code fields to such general considerations as a theoretical discussion on the number of combinations possible with various codes. The specialist will find a kind of ready-made literature search more complete than he could develop for himself for ten dollars' worth of time.

The general librarian will find less of interest. *Punched Cards* adds little, if anything, by way of new or unusual thinking; indeed, some may be annoyed by the rather airy dismissal of topics which have baffled experts in classification for years. For example, what constitutes "ample capacity for future expansion" of either a coding system or a classification scheme? Some of the papers in this book approach that problem, but none proposes any generally acceptable answer. Nonetheless, the book does provide a review of the uses of punched cards—both hand-sorted and machine-sorted—in information services of various kinds.

One of the most valuable parts of *Punched Cards* is its twenty-five page annotated "Bibliography on the Uses of Punched Cards." This reviewer had occasion to make extensive use of the bibliography in its original form (in the *Journal of Documentation*) and found it to be the most helpful single source of

information on its subject. In addition, the final paper by Dr. E. H. E. Pietsch on the proposed Gmelin Information Center contains dramatic evidence of the growth of research and publication in the sciences. In its presentation of the total problem of bibliographic control, this article is of definite interest—and, perhaps, the most valuable one in *Punched Cards*.—Ralph Blasingame, Jr., Columbia University, School of Library Service.

## Early State Records

*A Guide to the Microfilm Collection of Early State Records, Supplement*, prepared by the Library of Congress in association with the University of North Carolina. Collected, compiled and edited by William Sumner Jenkins. Washington, D.C. Photoduplication Service, Library of Congress, 1951. 161p. (Offset Reproduction, \$3.00)

In the fall of 1950 the 800-page *Guide* was issued, the monumental significance of which has been noted in reviews at home and abroad. The *Supplement* released in January, 1952, extends the scope of the earlier publication by listing 170 reels of additional microfilm materials. The *Guide* lists 1,700 reels of film concerning six subject classes: legislative records, executive records, statutory law, constitutional records, administrative records, and court records. Within each class the material is arranged by states and chronologically within the state. The *Supplement* utilizes the same arrangement in the presentation of five additional classes: (L) local records—county and city, (M) records of American-Indian Nations, (N) newspapers, (R) rudimentary states and courts, and (X) Miscellany.

The two volumes represent one of the most comprehensive and worthwhile microfilming projects ever undertaken in the United States. The volumes provide a complete list of the historical state records that have been microfilmed during the past decade by a project sponsored jointly by the Library of Congress and the University of North Carolina.

History, government, and sociology students will find their range of possible research greatly extended by each of the five new classes covered in the *Supplement*.

In the section, Local Government Records,

only seven local units are covered. However, two of these, the New Orleans Cabildo records and the Texas Nacogdoches Archives, are most rewarding and suggest the feasibility of a more comprehensive collection of such local records. The very roots of our democratic development are to be found in the deliberations of local bodies in the late 18th and early 19th centuries.

Nothing is more exasperating to the scholar than to find his source material scattered in a multitude of libraries over the whole country. The future student of Indian affairs will be most grateful for the section of the *Supplement* covering the Records of American-Indian Nations. The resources at the Oklahoma Historical Society and the resources of many secondary repositories are now conveniently brought together on the film.

The preservation and storage of newspapers is one of the prime problems of librarians today, yet we know that the student wishing to use official records of many early governmental bodies must rely on the newspaper for the only extant printing of those records. In the fifty-odd reels covered by the section on newspapers in the *Supplement* an attempt was made to arrange in chronological files the official gazette in each of the colonies and the first newspaper in each of the territories. Extracting the official documents in each of the papers resulted in copying about half of the pertinent newspapers.

The student interested in frontier governments will find great help in that section of the *Supplement* dealing with Rudimentary States and Courts. In this class are collected the records of those bodies which possessed at some time the rudiments of organized government. These governments were sometimes abortive, provisional, revolutionary, rival, usually extra-legal, and always transitory. On the frontier local needs gave rise to provisional courts for the administration of civil and criminal justice. The use of this great body of records will help us separate legend and fact in many instances.

In a class of Miscellany are included a great lot of irregular and non-serial official material and some non-official material written about the states. A considerable amount of this is broadside and manuscript material not quite fitting the major classifications of the microfilm project. These forms occupy an important place among source materials avail-

able for the historical investigator, and from them may be gathered many essential details of history.

In a monumental collecting project of this sort a number of problems confront the collector. Certain items are so scarce that it takes a long time to round them up for filming, even if the location is known. The hunting process itself makes items turn up too late, sometimes, to use in normal sequence. To take care of these and a number of other contingencies the compiler of the *Supplement* has included a most useful addenda section which takes care of a number of unavoidable omissions and happy discoveries since the *Guide* was published.

Many research institutions will want to add various segments of this monumental collection of basic documents on film; indeed, a number of institutions may want to purchase the whole collection as a unit. Purchase inquiries should be directed to the Photoduplication Service of the Library of Congress.

This review note would be incomplete without generous praise for the zeal, energy, and prodigious scholarship exerted by the collector, compiler, and editor, William Sumner Jenkins. He is an unquestionable authority in his field. His position as teacher and director of research in government and political science is all the stronger for his assiduous study of the basic documents. —G. F. Shepherd, Jr., Cornell University Library.

## Subject Headings

*Subject Headings: A Practical Guide.* By David Judson Haykin. Washington, D.C., U. S. Government Printing Office, 1951. v, 140p. \$70.

Mr. Haykin deserves the thanks of catalogers and teachers of cataloging for this well-written and well printed volume on a subject on which little literature is available. The statements of principles are clear, the examples well chosen. The principles themselves are generally sound, although the Library of Congress does not always follow them consistently. Mr. Haykin disarms criticism to some extent by stating that "the principles and rules of practice here presented represent, in many instances, what is desirable, rather than what has actually been achieved." This disclaimer seems too general, however, to cover the failure to discuss the variations and

inconsistencies in LC headings which unduly complicate the explanation of subject headings to the library user.

After a brief theoretical introduction the use of references to relate the various scattered headings is described. There follows a chapter on the form of the heading—simple, inverted, phrase, or compound. There is here, however, no discussion of the validity of the inverted form of heading. If the first principle of a good subject heading is usage, and if the dictionary catalog does not recognize any classification in the arrangement of headings, then the use of an inverted heading "in order that it may appear in the catalog next to other headings beginning with that noun" should be more elaborately justified. On page 24 the lack of a reference "Heretics. See Heresies and heretics" is excused on the plea that no other headings would intervene. Actually two subjects "Heresy" and "Heresy (Canon law)" as well as all titles beginning with the words Heresies and Heresy, intervene.

The fifth to seventh chapters deal with subdivisions and personal and geographic names. There is no general discussion of the type of material which takes a geographic subdivision under subject and that which takes a subject subdivision under place name, a distinction which is frequently difficult to explain. On page 39 there is a sentence discussing the advantage of the form "Goethe as theater director" over a possible "Goethe, Johann Wolfgang von—As theater director," but no reference to the fact that in Appendix G the forms "Shakespeare, William—Biography—As an actor" and "Lincoln, Abraham—As a lawyer" are listed.

A brief chapter discusses the over-extended use of duplicate entries which add their bit to the size of our catalogs. It is fully recognized that these have been used too frequently and the tendency is to replace them with a single entry. The relations of subject headings to author entries and added entries is next taken up, with the relation of the subject catalog to the shelf list, the forms of subjects for special libraries or special departmental catalogs, problems of filing, and procedures and personnel in the subject cataloging field. Appendixes containing various special lists of interest in subject heading work (omitting, however, the subdivisions used under place names) complete the work.

As a general introduction to the subject

this is excellent. For teaching purposes or as a working tool one would like a more detailed treatment of particular problems. It is remarkable that Mr. Haykin never refers to the work of Ansteinsson in the third part of the Vatican Code, where rules for the use of subject headings in particular situations have been codified and made available. This is an almost indispensable supplement to the present discussion of general principles. It is only as one gets to a study of particular

rules that the need for an explanation of such forms as "Art-France" and "Art, French," of the variations "French poetry," "Hymns, French;" "Bessel's functions," "Lamé's functions," "Functions, Abelian," become apparent. It is to be hoped that Mr. Haykin, having succeeded so well in presenting the general, will be able to give us the particular also, and so provide a really practical guide to the application of these principles.—*Wyllis E. Wright, Williams College Library.*

### ACRL Monographs, No. 3

*The Establishment of Staff Requirements in a Small Research Library.* By Saul Herner, and M. K. Heatwole, librarians at Johns Hopkins University

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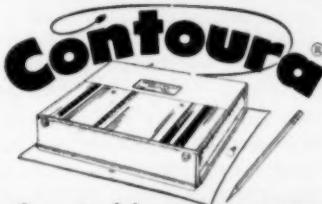


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